

**Executive Committee Meeting Minutes**

**Tab 1**

**Background:**

Minutes of the November 2, 2011, Executive Committee meeting are included for your review.

**Executive Committee**

**Agenda Item 3.**

**Expected Action:**

The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
NOVEMBER 2, 2011**

**COMMITTEE MEMBERS PRESENT**

John C. Morris, Council Vice-Chair	Hunter Adkins Joe Rivas	Susan Vardell
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**COMMITTEE MEMBERS ABSENT**

Brenda Coleman-Beattie,  
Council Chair

**COUNCIL MEMBER PRESENT**

Andrew Crim

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director	Joanna Cordry Cynthia Ellison	Wendy Jones Melissa Loe
Martha Cantu	Sonya Hosey	Koren Vogel

**GUESTS PRESENT**

Chynna Burwell, attendant                      Leticia Finely, attendant

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on November 2, 2011, in the Creekside Room at the Sheraton Austin at the Capitol Hotel, 701 East 11<sup>th</sup> Street, Austin, TX 78701. Council Vice-Chair John Morris called the meeting to order at 3:34 PM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. APPROVAL OF MINUTES**

The Committee reviewed the minutes from the August 3, 2011, Committee meeting. No revisions were offered.

**MOTION:** To approve the minutes of the August 3, 2011, Executive Committee meeting as presented.

**MADE BY:** Hunter Adkins

**SECOND:** Susan Vardell

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Executive Director Roger Webb indicated that Council Chair Brenda Coleman-Beattie was absent due to family matters. Webb discussed with Committee members that Coleman-Beattie submitted her resignation to Governor on October 6, 2011, due to increasing demands on her time to tend to family obligations. Coleman-Beattie will remain Chair of the Council until the

Governor designates someone to that position, but has asked Vice-Chair John Morris to serve as Acting Chair following this quarter's meeting until a new Chair designation is finalized.

Webb reviewed the excused absences for these meetings including Rick Tisch, Kristen Cox, Mike Benz/Amy Sharp, Texas A&M Center on Disability and Development, Dana Perry, Diana Kern, Andy Crim.

Webb also reviewed the status of Council Member appointments and noted that Gladys Cortez of McAllen, who was appointed to replace Marcia Dwyer, attended orientation earlier in the day. The appointee to refill Rene Requenez's position withdrew her name from consideration before it was finalized. Kristine Bissmeyer and Joe Rivas have been appointed to new terms which expire in 2017. Appointments have not been made to replace Requenez and Deneesa Rasmussen, who resigned, and Mary Durham who is still serving in a "hold-over" capacity until her replacement is named. Cindy Swain has been designated as the representative from the Texas Education Agency and also attended new member training and orientation. Coleman-Beattie has asked Rivas to Chair the Public Policy Committee, asked DADS representative Jeff Kaufmann to join the Audit Committee in the position vacated by Marcia Dwyer.

## **5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Webb indicated that selection teams are reviewing applications for the Public Policy Director and Grants Management Director positions and expect to schedule interviews later in November. Webb also noted that Public Policy Specialist Cassie Fisher has returned from maternity leave.

The TCDD People First document will be printed in a college textbook giving TCDD credit for that material. The FY 2012-2016 State Plan has been submitted to the Administration on Developmental Disabilities and is currently being reviewed in a new peer review process by other Council Executive Directors and staff. ADD expects to provide feedback to Councils by mid-November.

Webb noted that the inaugural Texas Formula One Race is planned for the Austin area on November 18, 2012. While this date is not in direct conflict with the Councils usual fall meeting dates of November 7-9, 2012, hotel prices for that time period are expected to be very high due to the arrival of race crews and media. Staff suggest scheduling the fall 2012 meeting for October 24-26, 2012, when prices should be more reasonable. Committee members agreed with the proposed dates.

Webb indicated that DD Councils are currently funded under a Continuing Resolution through November 19, 2011, at FY 2011 levels. The Senate Appropriations Committee has recommended level funding for FY 12, but the House Appropriations Committee could not agree on various appropriations bills. The National Association of DD Councils (NACDD) expects "mark-up" for Health and Human Services programs in late December. Separately, the "Super Committee" is tasked with identifying \$1.3 trillion in savings by November 23, 2011, and Congress would be required to vote on those reductions without amendments. It is unknown at this time if the Committee will agree on those recommendations which would mandate an 8% reduction in funding for domestic programs for FY 13. That could result in a reduction for TCDD of approximately \$400,000.

Webb reviewed the Council's approval of solicit a contract to provide training for grantees regarding project sustainability. Operations Director Martha Cantu indicated that a Request for Quotes (RFQ) was posted on September 29, 2011, and closed October 20, 2011. Three proposals were received and reviewed by Cantu, Planning Coordinator Joanna Cordry and Senior Grants Management Specialist Sonya Hosey. Staff and TEA contracts personnel will

meet with the top applicant to review their proposal. Unless difficulties arise, staff expected to start that contract January 2, 2012, with the project operating throughout the calendar year.

Webb and Cantu reviewed a draft Survey of Employee Engagement that will be conducted with TCDD staff in spring 2012. The survey includes standard questions for all state agencies and any additional questions requested by each agency. Committee members were asked to provide suggestions to Cantu of additional questions for TCDD.

**6. GRANTS ACTIVITIES REPORTS**

Senior Grants Management Specialist Hosey reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report and noted that no concerns were found by staff. Annual independent audits from two grantees were forwarded for desk review, and six on-site visits were conducted during the past quarter with no outstanding concerns.

**7. APPEAL OF FUNDING DECISION**

Webb reviewed the Committee's decision during the August 2011 meeting to not award continuation funding to Parents Anonymous to support additional Gulf Coast of Texas African American Family Support Conferences (GCTAAFSC). Although the project was successful, staff and Committee members agreed that the grantee did not comply with expectations of the original request for proposals and the approved workplan sufficiently to warrant continued funding. TCDD staff and a number of organizations from the Houston area were very involved in aspects of conference planning and contributed to a successful event. Parents Anonymous, based in California, did not have or establish a local presence in Texas as indicated in their proposal and TCDD staff provided considerable effort to work with the grantee and assist in coordinating some efforts with local agencies, advocates and stakeholders who helped with the conference.

Parents Anonymous has appealed the decision to not approve continued funding for the project. Webb reviewed materials provided to members including the notification of Parents Anonymous that continuation funded was not approved; Parents Anonymous' appeal letter; an acknowledgment that TCDD received the appeal; TCDD's appeals process; and a summary report to the Committee concerning the review process and information provided by Parents Anonymous in this appeal. (Materials available upon request.) Webb noted that Parents Anonymous did not provide any additional information related to the issues outlined, nor did they suggest that the TCDD did not follow existing procedures. Staff recommend maintaining the original decision to not provide continuation funding to Parents Anonymous for this project. The Project Development Committee will be reviewing a proposed Executive Summary to solicit new applications from organizations involved with the first event to continue support for the Gulf Coast African American Family Support Conferences. Committee members discussed the appeal and agreed to affirm the decision to not continue funding to this grantee.

**MOTION:** To sustain the decision to not award continuation funding to Parents Anonymous for the GCTAAFSC project.

**MADE BY:** Susan Vardell

**SECOND:** John Morris

The motion **passed** unanimously.

**8. CONTINUATION GRANT AWARDS**

Grants Management Specialist Wendy Jones reviewed the executive summary for continuation funding to Texas Parent to Parent for the Public Policy Collaboration project. (Attachment 1) In

spite of a delayed start-up following water damage to their office, the project trained 126 self-advocates and 219 family members to provide public testimony. Committee members discussed the number of participants targeted for year two, and asked if policy leaders are aware that they have been “adopted” by an advocate. Staff will provide that information at the next Committee meeting.

**MOTION:** To approve funding of up to \$61,780 to Texas Parent to Parent for year two of the five year Public Policy Collaboration project.

**MADE BY:** Susan Vardell

**SECOND:** Joe Rivas

The motion **passed** unanimously

## 9. **CONSIDERATION OF NEW GRANT AWARDS**

Planning Coordinator Cordry provided a brief overview of recommendations from the independent review panel of proposals received for four Requests for Proposals (RFPs). Cordry first discussed proposals for Leadership Development and Advocacy Skills Training projects. This RFP authorized up to six projects for up to \$75,000 per year for up to three years. Cordry noted that the summary memo provided to members in the meeting materials mistakenly indicated the projects’ duration was up to five years; the actual authorized duration is three years. Eight applications were received for this project. The review panel recommended seven applications as fundable and ranked those in a preferred order for funding. Cordry noted that the project proposed by NAMI Texas, Inc. may not train the number of individuals called for in the RFP because it is a “train the trainer” module, but the project expects to be sustainable and have long-term impact. She also noted that the Arc of Dallas proposal is an expansion of a prior project from 1996 and that the Arc of the Gulf Coast was determined to be a “riskier” project because it proposes to develop a new “self-advocacy” club for high-school aged youth with and without disabilities, and this club will have to compete against many other clubs for members.

Cordry discussed each proposal in more detail with Committee members. Members discussed approving seven projects if sufficient funds are available.

**MOTION:** To approve funding of the requested amounts for Leadership Development and Advocacy Skills Training projects, not to exceed \$75,000 per year for three years, to Texas Advocates, Texas A&M, NAMI Texas, The Arc of Dallas, The Arc of Texas, The Arc of the Gulf Coast, and Texas State Independent Living Council.

**MADE BY:** John Morris

**SECOND:** Hunter Adkins and Joe Rivas

Vardell asked staff to further clarify with Texas A&M that they understand that this will be their third project until at least 2013.

The motion **passed** unanimously. (Attachments 2-8)

Cordry next reviewed proposals for Inclusive Faith-Based Communities Symposium projects. This RFP authorizes up to 4 projects for up to \$75,000 per year for up to three years. Projects are expected to host 2 symposiums for faith-based communities to gain and share information about how to support and fully include people with developmental disabilities and their families.

The review panel ranked three proposals as a tie for the first-ranked proposal, and deemed one additional proposal as fundable. Four other applications were not considered fundable although one was considered to have an excellent idea but it was beyond the scope of this RFP.

During discussion, members noted that one proposal had a significant number of “needs” identified by the review panel. TCDD staff advised that those items could be addressed by revisions to the workplan before awarding funding, and did not overall reflect the quality of the proposal. Members also noted that one project serves counties in west Texas where there are not many resources.

**MOTION:** To approve funding of the requested amounts, not to exceed \$75,000 per year for three years, for Inclusive Faith-Based Communities Symposium projects to OneStar Foundation, The Arc of Greater Tarrant County – dba IDD Needs Council of Tarrant County, Jewish Family Services of Dallas, and West Central Texas Regional Foundation.

**MADE BY:** Susan Vardell

**SECOND:** Joe Rivas

The motion **passed** unanimously. (Attachments 9-12)

Cordry reviewed the proposals for Enabling Technology: Collaborating for the Future projects. This RFP authorized up to 3 projects for a combined total of up to \$750,000 per year for no more than five years to develop and demonstrate technology that enables people with disabilities to gain and maintain competitive employment or participate more fully in classroom settings. Although the number of applications was less than hoped for, two projects were deemed fundable while two other proposals were considered as not fundable.

Committee members discussed the proprietary arrangements for technology developed through these projects. TCDD staff indicated that TCDD’s general counsel recommended including language in the grant award that outlines a shared ownership between TCDD and the grantee. Members discussed the timelines for developing technology and noted that often there are setbacks and other obstacles that need to be taken into account. Members also noted that for the projects to be successful there needs to be appropriate marketing strategies and observed that many consumers may not have the financial resources to purchase what is developed. Morris noted that in his position with the Texas Technology Access Program, there are many applications available for people with disabilities but he has not seen anything focused on employment or job coaching. Members also mentioned that changing technology could limit the future usefulness of a product if operating software updates render an application incompatible.

**MOTION:** To approve funding not to exceed \$225,000 per year for Enabling Technology projects to Educational Programs Inspiring Communities, Inc. and to Strategic Education Solutions, LLC, for up to three years with the option of funding for years four and five.

**MADE BY:** John Morris

**SECOND:** Joe Rivas

The motion **passed** unanimously. (Attachments 13-14)

Cordry and Grants Management Specialist Wendy Jones reviewed proposals for Health and Fitness for People with Developmental Disabilities projects. This RFP authorized two projects with funding up to \$250,000 per year for up to five years. Eight applications were received and four were recommended as fundable. Members noted that the applications from Texas Tech and Texas State Independent Living Council (SILC) are research projects, and the Texas SILC project refers to a "control group" which would necessitate the need for an Institutional Review Board (IRB). Council Member Crim provided information on this requirement and noted that if the group does not plan to publish their research, an IRB may not necessary.

**MOTION:** To approve funding for Health and Fitness projects not to exceed the requested amounts to Any Baby Can, Epilepsy Foundation Texas, and Texas SILC.

**MADE BY:** Susan Vardell

**SECOND:** Hunter Adkins

The motion **passed** with one member opposed and no abstentions. (Attachments 15-17)

#### 10. **TCDD QUARTERLY FINANCIAL REPORT**

Morris reminded members that the TCDD Operating Budget for FY 2012 approved during August 2011 meetings limited funds for out-of-state travel to FY 11 levels. Funds available for out-of-state travel will support travel for one member to the Southwest Disability Conference that occurred in Albuquerque in October, (Joe Rivas); Morris and Kristen Cox to attend the NACDD Fall Conference in Washington, D.C. in November; one member to attend the Disability Policy Seminar in Washington D.C., next spring; and Morris to attend the ADD Technical Assistance Institute next summer. Morris will travel twice due to his obligations as a member of the NACDD Board. Webb commented that he and Morris have discussed support needs for members while in travel status such as attendant needs, respite, etc., and that those additional costs should not limit who can travel. This is a difficult situation since the Council wants to be mindful of budget constraints of other agencies. Morris indicated that at this point all planned travel will be funded but there are not funds available for additional events trips.

Cantu reviewed the Quarterly Financial Report. The Summary of Funds shows that all funds for FY 2010 have been expended. Cantu and Webb noted that operating expenses for FY 2010 and 2011 were expended from FY 10 funds due to the limited number of current grantees available for awarding funds. This results in more FY 2011 funds for grants which can be obligated through FY 2012. With projects now approved for funding, staff do not anticipate concerns after the current year. Cantu noted that she expects TCDD will end FY 2011 with \$770,000 carried forward to FY 12 for obligation. The Committee had no questions and found no concerns.

#### 11. **CONFLICT OF INTEREST DISCLOSURES**

Committee members reviewed Conflict of Interest disclosure statements from members and staff with no noted concerns.

#### **ADJOURN**

Vice-Chair Morris adjourned the Council meeting at 6:05 PM.

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Roger A. Webb  
Secretary to the Council

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Date

# **Attachment 1**

**Texas Council for Developmental Disabilities  
Executive Committee**

**Review of Proposed Activities & Budget**

**Date:** 11/02/11  
**Grantee:** Texas Parent to Parent (TxP2P)  
**Project Title:** Public Policy Collaboration  
**Project Location:** Austin

**ITEM:** A  
**Year:** 2 of 5

**TCDD RFP Intent:**

The project intent is for multiple projects that will assist TCDD to promote and participate in collaborative activities related to public policy. For the purposes of this RFP, "collaboration" is defined as "organizations and/or individuals working together in a formal, sustainable manner; demonstrating mutual respect, mutual learning, and mutual accountability; sharing risks, resources, responsibility, and rewards; with a common goal. The Council did not establish specific funding amounts for projects; applicants were expected to propose the amount of funds needed to complete the activity or activities they propose. TCDD has approved funding for up to five years.

**Project Goals and Accomplishments for Year 1:**

**Goal One:** Texas Parent to Parent (TxP2P) will develop the Adopt-a-Legislator Program that will utilize parent volunteers of children with disabilities, young self-advocates or siblings to advocate for community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities.

*Accomplishments per goal:* The project trained parents to create testimony and present at the Legislative Hearings, reaching 126 self-advocates and 219 family members. The project also trained 1 self-advocate and 1 individual to be TxP2P Advocacy Network volunteers. TxP2P presented to the Central Texas Autism Society on the legislative session and at the Texas Advanced Leadership and Advocacy Conference (TALAC) 2011 on "How to Turn your Concerns into Legislation."

**Proposed Goals and Objectives for Year 2:**

**Goal: Same As Above**

**Objectives:** Train 50 additional parents and 20 additional young self-advocates, write a minimum of 4 Advocacy Pages for Quarterly Newsletter, and provide bi-monthly trainings via conference calls, webinars, and/or Facebook.

**Council Considerations:** Public Policy Considerations: This project actively supported advocates to present stories to agencies and the legislature. TCDD staff have provided consultation concerning allowable advocacy efforts and strategies. Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (\$43,725 consultants) (based on 4 months)	\$14,543	\$15,188	\$29,731
<b>Amount requested for next year budget:</b>			
<b>I. Personnel Services</b>	30,650	1136	31,786
<b>II. Travel</b>	1920	0	1920
<b>III. Purchased Services</b> (\$ 28,325 consultants/subcontracts)	24,520	40,037	64,557
<b>IV. Property/Materials</b>	1710	0	1710
<b>V. Rental/Leasing</b>	2980	0	2980
<b>VI. Utilities</b>	0	300	300
<b>VII. Other (Indirect Cost Rate)</b>	0	0	0
Budget period totals	\$ 61,780	\$41,473	\$103,253

# **Attachments**

## **2-8**

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-3 Leadership Development and Advocacy Skills Training**

<b>Applicant Organization:</b>	Texas Advocates
<b>Key Project Staff:</b>	Project Director: Rona Statman Project Coordinator: Tanya Winters
<b>Project Location (counties):</b>	Travis, Bexar, Atascosa, Guadalupe, Cameron Willacy, Hidalgo, and Starr

**Project Abstract:**

Texas Advocates will train and support State Supported Living Center (SSLC) residents and community organizations so that **Self Advocate Voices are Engaged** to create change for themselves and their community. Texas Advocates will provide trainings for Austin and San Antonio SSLCs and Rio Grande State Center with community participants on the history of the disability movement, self determination and self advocacy. Self Advocates will learn to speak up for themselves on real life issues such as transition and employment. Texas Advocates will support/train SSLC residents and community organizations through statewide training, individual and community self advocacy activities, and social media.

**Year 1 Budget**

**Funding amount requested:     \$75,000**  
**Match:                                 \$14,729**  
**Total Project Cost:                \$89,729**

**Strengths:**

- The project activities will cover a wide geographic area.
- The project would train residents of State Supported Living Centers, and support them to improve their ability to advocate for themselves.
- Project staff will give people templates to track their advocacy activities.
- The announcements and training materials developed through the project will be in Spanish and English, large print and Braille.
- The proposal includes information about many different types of accommodations that could be provided if necessary.
- The proposer has identified many specific fundraising activities.
- The Project Coordinator has a disability, and other self-advocates will assume leadership roles.
- The referenced proven best practices in training and 21<sup>st</sup> century learning; the proposer is not going to “reinvent the wheel.”
- The organization already has an established network and infrastructure in place.
- The proposer plans to develop a “train the trainer manual” that can be used widely and in the future, after TCDD funding has ended.
- The proposer will use pre- and post- surveys to assess changes in knowledge and/or ability. They plan to conduct phone surveys, which might increase their survey participation rate.
- The proposer will have ongoing (quarterly) meetings to develop sustainability.

**Needs:**

- The proposer should re-evaluate if the amount of money budgeted to staff is necessary. If less was spent on paying staff, more could be used to provide ongoing support for self-advocates' activities. Alternately, perhaps other sources of funding could be used to support the project activities.
- The proposer should work on developing non-traditional partnerships with community businesses and other organizations.

**Questions/Concerns:**

**Final Recommendation:** Fundable.

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-3 Leadership Development and Advocacy Skills Training**

<b>Applicant Organization:</b>	Texas A&M University (College Station)
<b>Key Project Staff:</b>	Project Director: Dr. Dalun Zhang Project Co-Director: Eric Roberts
<b>Project Location (counties):</b>	Brazos

**Project Abstract:**

Texas A&M University proposes to establish a leadership and advocacy program for youth with and without disabilities and their parents. The program will provide direct instruction to students in their classrooms, support community and school leadership projects, and provide information to parents for them to support students in the community. Both special education classrooms and classrooms structured for students at risk for dropping out of school will be involved in this program. With the assistance of mentors, youth will practice learned skills in the community by implementing leadership projects. Parents of support groups will receive instruction for supporting students' instruction.

**Year 1 Budget**

**Funding amount requested:     \$75,000**  
**Match:                                 \$19,949**  
**Total Project Cost:                \$94,949**

**Strengths:**

- A&M has an established infrastructure that could support the project long term, and the staff have good experience.
- A&M plans to work to get their training embedded in classrooms, and they will provide support for educators.
- The target population is broad, inclusive, and will involve students at risk of dropping out of school.
- The proposal's emphasis on addressing bullying is timely; addressing an issue that is the subject of many education-related policy discussions and widely reported on in the media may provide an opportunity to raise awareness of the experiences of kids with developmental disabilities.
- People with developmental disabilities will drive the project; over half of the advisory committee will be people with developmental disabilities.
- The evaluation plan is strong piece is strong and reaches beyond participant satisfaction to address outcomes. The feedback received through the evaluation process will used to improve the project.
- The project builds on existing programs and uses evidence based processes/programming.
- The partnerships are strong and well-defined.
- The budget includes funding to pay student workers.

**Needs:**

- More detail about the student worker should be provided. Is this the same person as the graduate student? If so, the budget needs to be clarified to ensure that the amount of money the graduate student will be paid is appropriate. If the student worker is a high school or undergraduate student, that should be clarified. It would be preferable for the student worker to be a person who has a disability.
- The continuation plan is vague; more detail should be provided.
- The explanation of how technology will be used is vague; more detail should be provided.
- The proposal should address the disproportionately high dropout rates for some ethnic groups compared to others and how this might impact students with disabilities. For example, are students with disabilities of some ethnicities at a greater risk for dropping out of school than students with disabilities of other ethnicities? If so, then the most “at-risk” population should be included, and care should be taken to ensure that project activities are culturally and linguistically appropriate.

**Questions/Concerns:** The project activities sound similar to the “No Place for Hate” program. Is this project expanding or replicating No Place for Hate?

**Final Recommendation:** Fundable

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-3 Leadership Development and Advocacy Skills Training**

<b>Applicant Organization:</b>	NAMI Texas, Inc. (Austin)
<b>Key Project Staff:</b>	Project Director: Robin Peyson Project Coordinator: new position, not yet filled
<b>Project Location (counties):</b>	All regions of Texas

**Project Abstract:**

Consumers, their families, and interested others must become leaders with strong voices advocating for change. The National Alliance on Mental Illness Texas (NAMI TX) will lead a two-day leadership and advocacy “train the trainer” conference for Consumers. This training will spur grassroots efforts to improve leadership skills among local consumers and others to teach and encourage advocacy on behalf of those with mental illness in local communities. Conference attendees will advocate in their own communities, develop regional Consumer Councils as a structure to continue the project longterm, and offer advocacy and leadership training locally.

**Year 1 Budget**

**Funding amount requested:     \$ 75,001.01**  
**Match:                                 \$ 45,326.20**  
**Total Project Cost:               \$120,326.21**

**Strengths:**

- The proposal notes that 50% of the activities will be in rural areas.
- The proposer will use a “train the trainer” model, and the trainers will go back to provide local training. This will help them develop a workforce and a stronger infrastructure. To ensure that the work continues, follow up will be done; and the proposer plans to have sustained contact with trainers/trainees.
- The proposer will reach people where they live.
- This proposal addresses a huge need - many people in Texas who have mental illness do not receive sufficient supports, and there is a great deal of stigma around having a mental illness.
- The organization has an existing network and infrastructure.
- Self-advocates are involved in the implementation.
- There is a plan to develop podcasts and videos of the training that can be used repeatedly and/or by people unable to personally attend the training
- The organization plans to have at least 1 person in each region that speaks Spanish.
- Over 50% of the total project cost will be match.
- The organization plans to use membership fees for sustainability, although they will also look for support from foundations and/or businesses.
- The plan will use evidenced-based processes.

**Needs:**

- The proposer needs to address how accommodations will be provided if necessary.
- The proposer should consider working more closely with institutions and/or mental health providers.
- The proposer needs to provide more details about how trainers will be supported on an ongoing basis after they have been trained.

**Questions/Concerns:**

- The term “consumers” is offensive to some people. It is preferable to use “individuals,” “people,” or something that better reflects People First language.

**Final Recommendation:** Fundable.

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-3 Leadership Development and Advocacy Skills Training**

<b>Applicant Organization:</b>	The Arc of Dallas
<b>Key Project Staff:</b>	Project Director: Sherry Wacasey Project Coordinator: Rita Callens
<b>Project Location (counties):</b>	Collin, Dallas, and Rockwall

**Project Abstract:**

Advocates for Choice and Change North Texas (ACCNT) empowers individuals, their families, and other members of the community to create changes in public policy that increase viable supports and opportunities for people with disabilities living in the community. To accomplish this goal, ACCNT will provide proven advocacy and leadership training; facilitate an inclusive grassroots advocacy network in North Texas, and help facilitate advocacy activities that promote full inclusion for people with disabilities in their communities. This program is an expansion of The Arc's current Leadership Institute and Advocate Leaders program and the re-establishing of a grassroots advocacy group.

**Year 1 Budget**

**Funding amount requested:     \$75,000**  
**Match:                                 \$25,000**  
**Total Project Cost:                \$100,000**

**Strengths:**

- The proposer intends to build and expand on an existing program and re-establish a grassroots advocacy group.
- The proposer is an organization that does a lot of good for many people.
- The proposer appears to have many strong partnerships in the community, including non-service organizations.
- The letters of support are strong: 2 are from family members of past participants; 8 letters are from organizations that state they will collaborate with the proposer.
- The proposal states that different styles of learning will be accommodated and that best practices will be used. The proposer will provide in-depth training over time in a small group situation and will solicit feedback to improve the programming as time goes on.
- Over 60% of the people who will be trained will be self-advocates.
- The proposal clearly explains how the use of technology and social media will support the project activities, and they will use a wide range of types of technology (such as group texting).
- The proposer has been able to identify quite a bit of match and plans to use volunteers to support project activities.
- The proposer has a good outreach plan to ensure that they reach people of different ethnicities.

**Needs:**

- The proposal would be strengthened if there was an indication that people with disabilities would be employed in leadership roles.
- The evaluation plan and the plan to monitor participant involvement need to be strengthened.
- The budget justification requires more detail.

**Questions/Concerns:**

**Final Recommendation:** Fundable

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-3 Leadership Development and Advocacy Skills Training**

<b>Applicant Organization:</b>	The Arc of Texas (Austin)
<b>Key Project Staff:</b>	Project Director: Amy Mizcles Project Coordinator: Ginger Mayeaux
<b>Project Location (counties):</b>	Austin, San Antonio, Rio Grande Valley, and Amarillo/Central Plains Region

**Project Abstract:**

Through Project MOVE, The Arc will build capacity by partnering with Arc chapters and other local groups to provide training and ongoing support to **Mobilize and Organize** self advocates, families and allies to use their **Voices to Empower** communities and create meaningful change. The Arc will develop curriculum based on nationally accredited organizing strategies, provide training (including train-the-trainer) and ongoing technical assistance to ensure local groups can implement and sustain advocacy efforts. Project MOVE will give advocates skills and power to take collective action on their own behalf, win concrete improvements in their lives, and shift current relations of power.

**Year 1 Budget**

**Funding amount requested:     \$75,000**  
**Match:                                 \$11,806**  
**Total Project Cost:                \$86,806**

**Strengths:**

- The proposer will be using a “Train the Trainer” model.
- The proposer plans to use funds “more effectively/efficiently” to build infrastructure that will enable the project activities to be sustainable.
- The project will be implemented across 24 counties: 18 of these are rural; 18 have a high poverty rate.
- The proposer has relationships with other organizations representing a diverse group of people.
- Training materials will be in Spanish and English and will be modified to accommodate different disabilities.
- The proposer will track participants’ advocacy activities.
- The proposer has identified the need for a new curriculum.
- At least 160 activities are built into the training.

**Needs:**

- The proposer needs to build more partnerships with organizations outside of the disability arena.
- The proposer plans to use project funds and time to develop a new curriculum when many already exist that could be used.
- The role of the Project Advisory Committee is not clear.

- The proposal would be stronger if a person with a disability was employed in a leadership role.

**Questions/Concerns:**

**Final Recommendation:** Fundable.

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-3 Leadership Development and Advocacy Skills Training**

<b>Applicant Organization:</b>	The Arc of Gulf Coast (Alvin)
<b>Key Project Staff:</b>	Project Director: to be determined Project Coordinator: Joanne Mayes Youth Coordinator: Rhonda Meek
<b>Project Location (counties):</b>	Brazoria, Wharton, Matagorda, and Galveston

**Project Abstract:**

The Arc of the Gulf Coast believes learning self-advocacy and leadership starts in school by actively promoting student-centered education plans, self-advocacy and self-determination. The Self-Advocacy Youth Club initiative is in partnership with local Arc's of Wharton and Matagorda County and respective school districts. A primary goal is for 70 youth with disabilities, ages 15-22, will develop self-advocacy skills to demonstrate during their Individual Education Plan process. Additionally, 70 students without labels and family members will participate as trusted allies. The Club provides a mechanism to learn leadership skills, host presentations and sustain the project beyond grant funds.

**Year 1 Budget**

**Funding amount requested:**     **\$ 75,000**  
**Match:**                                 **\$ 25,000**  
**Total Project Cost:**               **\$100,000**

**Strengths:**

- The Project Coordinator has a child with a disability.
- The proposer appears to be a very collaborative organization.
- The proposed project will include youth with disabilities and youth without disabilities (proposer notes that the football team wants to participate) in inclusive activities.
- The proposal includes good information about how accommodations will be provided, how technology will be used to support activities, and various teaching approaches that will be implemented.
- The proposer plans to increase the number of schools involved each year and expect programs to be sustainable without TCDD funding by the third year.
- The proposer plans to address transition needs in addition to self-advocacy.
- The proposer plans to work with a culturally diverse group of youth and has identified possible issues that will need to be addressed.
- The evaluation plan is strong incorporates a feedback loop that will help them improve project activities on an ongoing basis.
- The organization's Board of Directors is diverse and includes self-advocates.

**Needs:**

- The proposal needs more detail about how data will be collected.
- The proposer needs to confirm that the youth have access to the technology they will need to participate in all activities.

- Key staff have not yet been hired.
- Information must be provided to justify the budget. In particular, the proposer must address why so much money is needed for consultants; it might be more beneficial to use this money to support club activities.

**Questions/Concerns:**

It's difficult to evaluate how likely it is that this program will be successful, in part because success will require that the club be youth-driven and have staff support. In addition, a strong foundation should already exist, or it will be hard to get the club off the ground. There are many unknowns that depend on the culture of the student body: will youth want to meet twice a month? Will a "self-advocates club" be an inclusive club, and will enough youth be comfortable "stepping up" and taking a leadership role in a self-advocacy club?

**Final Recommendation:** Fundable

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-3 Leadership Development and Advocacy Skills Training**

<b>Applicant Organization:</b>	Texas State Independent Living Council (SILC) (Austin)
<b>Key Project Staff:</b>	Development Coordinator: to be identified Project Specialist: to be identified
<b>Project Location (counties):</b>	Statewide

**Project Abstract:**

The Statewide Independent Living Council's (SILC) mission is to assure that Texans with disabilities have access to quality Independent Living (IL) services by providing a framework for service delivery. The SILC will implement an innovative statewide, cross-disability, multi-agency conference to promote the IL philosophy. This conference is attended by 350 participants; with intent to incrementally add 75 participants with developmental disabilities yearly.

The conference will provide technical assistance and training to facilitate participant exposure to IL; provide opportunities to develop peer relationships by enhancing collaborative learning and personal networking; offer participants meaningful sessions that address self-advocacy, legislative advocacy, and leadership.

**Year 1 Budget**

**Funding amount requested:       \$75,000**  
**Match:                                   \$29,200**  
**Total Project Cost:                 \$104,200**

**Strengths:**

- The organization is run by self-advocates and is an EEO employer.
- The proposer plans to address needs in rural areas.
- The proposer specifically states they will use practices that have been evaluated for effectiveness of practice across cultures, and they intend to partner with NAACP and LULAC to reach people they haven't reached before.
- The proposer plans to provide follow-up to activities started during conference.
- The proposer's sustainability plan is probably realistic – they will charge exhibitor fees and make use of AmeriCorps volunteers as much as possible, and they will continue to develop other funding sources.

**Needs:**

- It is unclear in the proposal if people with cognitive disabilities will be included in implementation of the project.
- The proposer might consider developing a strategy to reach out to Asian communities, as well as African American and Hispanic, if possible.
- The staff that will implement this project has not yet been identified, so it's difficult to evaluate their experience.
- Parts of the budget are incorrect, and the budget justification doesn't include enough detail.

- The proposal needs more information about how the organization will continue to support people after the conference and how they will follow-up with participants.
- The proposal would be strengthened if the applicant used technology or other strategies to try to reach people who cannot attend a conference in person.

**Questions/Concerns:**

**Final Recommendation:** Fundable

# **Attachments**

## **9-12**

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-4 Inclusive Faith-Based Communities Symposium**

<b>Applicant Organization:</b>	OneStar Foundation (Austin)
<b>Key Project Staff:</b>	Project Director: Liz Darling Project Coordinator: Suzanne Potts
<b>Project Location (counties):</b>	Travis County

**Project Abstract:**

The Austin Interfaith Inclusion Network will be created through partnerships between OneStar Foundation, Jewish Family Service and Texas A&M University’s Center on Disability and Development. The Network will be an ongoing, self-sustaining, alliance of faith-based organizations in Austin, Texas committed to including people with developmental disabilities and loved ones in faith-based practices, community service, and programs. Inclusion successes, concerns and barriers will be identified and will inform two annual symposia featuring local and national experts, focusing on best practices, goal setting, and collaborative problem solving. During the year one symposium, the Network members will create organizational and community-wide inclusion plans.

**Year 1 Budget**

**Funding amount requested:     \$71,453**  
**Match:                                 \$18,435**  
**Total Project Cost:               \$89,888**

**Strengths:**

- The proposer recognizes the existence of many barriers, including those that relate to attitude, physical access, and administration.
- The proposer appears to understand “full” inclusion; the proposal notes that people may “live in the community but are not part of the community.”
- The proposal emphasizes person-centered planning, and the proposer has a connection to the Institute for Person-Centered Practices.
- The proposer intends to build on momentum created by Jewish Family Services.
- The proposer plans to address emerging issues.
- The proposer will establish practices that can be replicated.
- The proposal included strong letters of support that were individually drafted and describe specific commitments.
- The proposer plans for network to arise out of this effort; this appears to be a realistic goal as well as an honest one.
- The proposal was very well written.

**Needs:**

- The proposal should include more information about how the project will include people with various types of disabilities, including mental illness, and how outreach will be done to ensure that people of different ethnicities are included.
- The proposer needs to develop a more robust recruitment plan.

- The proposer should more fully explore how partnerships can be truly reciprocal.
- The proposer should provide more information related to what actions they will take to address public policy issues.
- It was difficult to tell who, exactly, was going to be doing what. More detail should be provided regarding the roles of staff, partners, and volunteers.

**Questions/Concerns:**

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to “reinvent the wheel.”

**Final Recommendation:** Fundable

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-4 Inclusive Faith-Based Communities Symposium**

<b>Applicant Organization:</b>	The Arc of Greater Tarrant County dba IDD Needs Council of Tarrant County (Fort Worth)
<b>Key Project Staff:</b>	Project Director: Beth Cain Project Coordinator: N/A
<b>Project Location (counties):</b>	Tarrant County

**Project Abstract:**

The Arc GTC dba the IDD Needs Council of Tarrant County will partner with the local faith-based community to initiate a partnership designed to enhance and facilitate full inclusiveness of people with an IDD diagnosis into faith communities of their choice. Two faith-based symposiums, over three years, will be developed and held to share information on inclusive practices. Each participating group will return to their community with an implementation plan, supports, follow-up and the charge to assist other groups in duplicating their efforts. A research component will be included to evaluate successes and the impact of inclusion in faith communities.

**Year 1 Budget**

**Funding amount requested:**     **\$ 75,000**  
**Match:**                                 **\$ 25,000**  
**Total Project Cost:**               **\$100,000**

**Strengths:**

- The proposer plans to build on what already exists.
- The proposal describes a strong, diverse partnership, and one of the partner organizations is the Intellectual Developmental Disabilities Needs Council of Tarrant County. They will be able to provide input into the project activities from multiple perspectives.
- The proposal focuses on the contributions that people with developmental disabilities can make to their community. They acknowledge the interdependence of people living in communities, and it appears that people with developmental disabilities and their families will be equal partners in the project – partners who will have the opportunity to both give and receive.
- The proposer plans to use non-TCDD funds to pay for social workers to provide some support and to do research.
- Using the initial Leadership Luncheon as a catalyst for an open discussion about faith and inclusion is a great idea and could get the project off to a strong start.
- The proposer recognizes that faith-based groups have a need for education and knowledge around specific issues, and they plan to address the need for churches to receive support and training to manage behavioral challenges.
- The proposal specifically states that they are focusing on “inclusion for all,” which is consistent with TCDD values.
- The hotel in which the Symposiums will be held might be an attractive, neutral location that might increase the likelihood of a wide range of people coming.

- Educational materials will be in different formats.
- The partners plan to develop respite programs that are much needed.

**Needs:**

- Having social workers serve as consultants to churches is a plan that must be carefully considered; the secular, progressive culture of social work might not be a good fit with the leadership of all churches.
- The budget does not include money for staff; without more information, it's difficult to determine if this is appropriate and/or realistic.
- The hotel in which the symposiums will be held is quite expensive. There might be a less expensive location that would still be neutral and have the necessary capacity.
- More information should be provided about what technical assistance and follow-up will be provided to participating faith communities. Whoever is providing the technical assistance will need to make sure they understand how faith communities operate.
- The proposer should make every effort to involve the seminaries and other pastoral training programs in the area as much as possible.

**Questions/Concerns:**

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to "reinvent the wheel."

**Final Recommendation:** Fundable

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-4 Inclusive Faith-Based Communities Symposium**

<b>Applicant Organization:</b>	Jewish Family Service of Dallas
<b>Key Project Staff:</b>	Project Director/Coordinator: Teri Kachur
<b>Project Location (counties):</b>	Dallas, Collin, Denton and Rockwall Counties

**Project Abstract:**

Our Greater Dallas area symposium will create collaborative initiative to share successful community awareness building and inclusion strategies for fully embracing people with disabilities and their families with leadership and consumers from a cross-section of faith communities. Participants will be empowered to create opportunities within and between respective communities that support a person or family with a disability and their efforts to reach their highest potential socially, emotionally, behaviorally, academically and spiritually. The symposium will serve as a springboard for ongoing evaluation, feedback, dialogue and program enhancement towards further learning and program and resource development opportunities.

**Year 1 Budget**

**Funding amount requested:**     **\$ 75,000**  
**Match:**                                 **\$ 25,000**  
**Total Project Cost:**               **\$100,000**

**Strengths:**

- The proposer understands the struggles that people with developmental disabilities and their families experience as well as the struggles communities have in supporting people and their families.
- The organization has previous related work experience and appears to have the capability of carrying out the project. They demonstrate they can successfully host a symposium, and they have a history of being involved in interfaith work.
- The proposer appears to understand the need for, and benefits of, partnerships, and will partner with a wide range of other organizations.
- The roles of the Project Advisory Committee (PAC) are clearly identified.
- The proposal outlined how the work will continue after TCDD funding ends.
- The organization appears to be “a leader among groups” who provides consultation and guidance to others.
- The letters of support provided are strong and indicate a commitment to collaboration.

**Needs:**

- The steps that will be taken to meet the goals must be more fully explained and outlined.
- The proposer plans to have the PAC to develop the plans for sustainability and evaluation; however, the proposer needs to take responsibility for ensuring that the PAC comes up with clear, realistic plans.

- The organization should consider ways to involve individuals in addition to organizations.
- It is not clear why there are funds budgeted for out-of-state travel, especially since funds have not been identified to reimburse in-state mileage or expenses for the advisory committee.
- The amount of money budgeted for speakers seems excessive considering that well-known speakers in the field of disability and faith do not generally charge high rates.
- The proposer should provide information, technical assistance, and guidance to other faith communities, but it isn't appropriate to expect others to necessarily follow their model. Faith communities must decide themselves what will work for them.
- The proposer should give additional thought to how they can partner with governmental agencies to increase the impact of their project.
- The proposer needs to develop a more robust plan for recruitment.
- The proposer should indicate where the symposium will be held.

**Questions/Concerns:**

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to "reinvent the wheel."

**Final Recommendation:** Fundable

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-4 Inclusive Faith-Based Communities Symposium**

<b>Applicant Organization:</b>	West Central Texas Regional Foundation
<b>Key Project Staff:</b>	Project Director: Michelle Parker Project Coordinator: to be determined
<b>Project Location (counties):</b>	Callahan, Jones, and Taylor Counties

**Project Abstract:**

The West Central Texas Regional Foundation's Aging and Disability Resource Center (ADRC) will host two educational symposiums designed to present best practices, dispel misperceptions, and design/complete a self-evaluation tool for diverse faith-based organizations assessing internal programming and physical structures with regard to persons with developmental disabilities. A Project Coordinator will collect resulting best practices, and provide advocacy and technical assistance to faith-based organizations. An online directory of faith-based organizations listing accessible programming and structures will be available to persons with disabilities and their families. Faith-based organizations will learn appropriate outreach, and understand the benefits of inclusive programming for all.

**Year 1 Budget**

**Funding amount requested:**     **\$ 75,000**  
**Match:**                                 **\$ 27,496**  
**Total Project Cost:**               **\$102,496**

**Strengths:**

- The organization has a history of working with people with disabilities.
- The proposal did a good job of addressing diversity, and the project will include different ethnicities and involve rural areas.
- The directory that will be developed could be very beneficial to a lot of people in the region.
- The proposer understands that faith communities/churches need more information and education to be able to support/include people with developmental disabilities.
- The President of the Abilene Association of Congregations has committed to being involved as an advisor.
- The job description of the coordinator was excellent.
- The partnership between an aging and disability resource center and faith-based communities could have broad impact beyond the original goal

**Needs:**

- The proposal doesn't address how the symposiums would be sustained after TCDD funding ends.
- There is no funding for the actual symposium in the budget; the proposer needs to clarify how the symposium will be funded.

- The proposal needs more detail to outline the planned actions – at the very least, the proposal should have more than one milestone and should state where the symposiums will be held.
- The proposer plans to develop an assessment tool; these already exist. When choosing an assessment tool, the proposer should ensure that the assessment tool is “gift-based” rather than “need-based.”

**Questions/Concerns:**

None of the proposals indicated an awareness of the significant amount of information and resources that are already available. This information can be gathered by doing an internet search; and it should be done prior to implementation of project activities. There is no need to “reinvent the wheel.”

**Final Recommendation:** Fundable (with qualifications)

# **Attachments**

## **13-14**

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-5 Enabling Technology: Collaborating for the Future**

<b>Applicant Organization:</b>	Educational Programs Inspiring Communities, Inc. (Houston)
<b>Key Project Staff:</b>	Project Director: Jane Cummins Project Coordinator: Ross Castillo, Ph.D.
<b>Project Location (counties):</b>	Harris

**Project Abstract:**

“Working with HEART” is a project designed to create new applications and acquire technology to demonstrate that people with developmental disabilities can maintain competitive employment with new supports. The project is collaboration between a Houston-area non-profit program known as “H.E.A.R.T.” that educates, trains, and employs adults with developmental disabilities, and a private technology firm called “Blue Lance Group” that has a history of creating and designing customized applications and software. The project will create apps that will then be tested in H.E.A.R.T.’s vending machine employment program to teach participants how to complete inventory and achieve other employment related goals.

**Year 1 Budget**

**Funding amount requested:     \$225,000**  
**Match:                                     \$ 75,000**  
**Total Project Cost:                 \$300,000**

**Strengths:**

- The proposer has identified and is focusing on a specific employment outcome: increasing employment of participants as measured by a change in wages.
- The proposer will make use of an existing worksite.
- The proposer gave a lot of thought to what type of technology would be most beneficial in assisting people to meet the goal of increased employment.
- The project design includes a consumer satisfaction component that will ensure that there is involvement of people with developmental disabilities.
- The proposer has identified a specific target audience.
- The partners have the expertise to implement the project, and the partnership is consistent with the intention of the Request for Proposal to involve a “generic” industrial technology company as a partner.
- The proposal is well-written, well-organized, and is supported by solid logic.
- This proposal provides the strongest plan for sustainability out of all proposals received, and it appears to be a realistic plan.
- This proposer did a better job of addressing diversity of disability than any of the other proposals received.

**Needs:**

- The proposer should ensure they examine how individual characteristics of the participants (and/or their disability) might impact how they use technology.
- The budget indicates that \$177,000 will be paid to the subcontractor and does not provide detail on how these funds will be used. This must be explained further, and the proposer should provide a more detailed description of the contract partner.
- The proposer should collect additional employment data beyond just wages as there might be other indicators of success (if wages do not increase).
- The proposer must address the requirement to allow sufficient time for TCDD to review and approve all products prior to use.
- The proposer should provide more information about the criteria that will be used to determine eligibility for the project.

**Final Review Panel Recommendation:** Fundable, Ranked 1<sup>st</sup>.

**Additional Staff Questions/Concerns:**

- Applicant website indicates 72% of their funds are from grants. Application materials indicate last year's budget of \$625k. That may raise a concern about sustainability in future should other grants end.
- Objectives for years 2-5 seem pretty slim. However, TCDD's experience is that the first year of new projects frequently is somewhat of a "start-up" year that involves a lot of planning and learning about TCDD requirements. Thus, it may be appropriate for the Executive Committee to approve funding for 2-3 years, with an option to extend funding for the full five years if the work requires that length of time. That should allow the proposer the necessary time to develop the initial application and ensure that a more complete plan for years 4 and 5 is provided to the Executive Committee before funding is approved for those years.
- It is not clear if the applicant plans to charge for the application after its creation (for sustainability) or if it will be free.
- There is no mention of marketing the availability of the application after creation. This will need to be addressed.

**NOTE:** TCDD staff will confirm, prior to funding, that recommended proposers understand that rights to products developed through this grant belong to TCDD.

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-5 Enabling Technology: Collaborating for the Future**

<b>Applicant Organization:</b>	Strategic Education Solutions, LLC (Austin)
<b>Key Project Staff:</b>	Project Director: Cynthia Burrow Project Coordinator: To Be Hired
<b>Project Location (counties):</b>	Harris

**Project Abstract:**

Strategic Education Solutions, Harris County Department of Education, and Trinity Education Group will collaboratively develop a “virtual job coach” application. The web-based application will deliver visually-rich instructional modules addressing job-search, job application, and workforce skills processes and strategies. The primary audience for the application is adults with cognitive disabilities; however, instructional pedagogy and online delivery appropriate for this audience will also be highly beneficial to adults with other developmental disabilities and those without developmental disabilities. A moderated online community and mobile application will further support users with specific questions and concerns related to securing employment and succeeding in the workplace.

**Year 1 Budget**

**Funding amount requested:**      **\$225,292**  
**Match:**                                      **\$ 25,055**  
**Total Project Cost:**                      **\$250,347**

**Strengths:**

- The proposer clearly describes a strong partnership between experienced organizations that have worked together in the past. The proposer defines the roles within the partnerships well, demonstrates that the partnership includes good technological expertise, and explains how the involvement of the Harris County Department of Education will facilitate good access to the target population and to the technology.
- The proposed Virtual Job Coach application has the potential to be very beneficial to people.
- The proposal is clear, well-organized, and includes very realistic first year milestones.
- The process through which the instructional modules will be developed reflects best practices in instructional design.
- The proposal includes specific well-thought out reasons for the selection of the target population and analyzes cultural diversity as it relates to that population.
- A well-designed needs assessment will inform the design of the product and the process for recruiting participants.
- The composition of the Project Advisory Committee (PAC) is well-thought-out.
- The proposer plans to work with TCDD staff to avoid duplication of services or effort.

**Needs:**

- The proposer needs to narrow down the specific characteristics of the target population even further.
- The pilot study involves only 10 people, which is the minimum required in the Request for Proposals (RFP). Any attrition number of project participants without replacement would cause this group to be unacceptably small.
- The proposer must address the requirement to allow sufficient time for TCDD to review and approve all products prior to use.
- The proposer did not address sustainability in the proposal.
- Because the proposer didn't address the reasons for low employment, it's hard to evaluate whether or not the application is likely to be successful.
- There is little evidence of input from people with developmental disabilities in the plan, other than as members of the PAC. People with developmental disabilities should be actively involved in planning and/or implementation throughout the project.
- The evaluation component should include employment outcome data.
- The proposer and TCDD staff need to examine the roles and percentage of time allotted by the Project Director and the Project Coordinator to determine if they accurately reflect what will be necessary for the project to succeed, or if they need to be re-aligned.
- The large gap in the salaries of the Project Director and Project Coordinator should be justified.

**Final Review Panel Recommendation:** Fundable, Ranked 2<sup>nd</sup>.

**Note(s):**

- The proposal would have been strengthened by the inclusion of more detail (for example, additional information about the parameters of what would be included in Virtual Job Coach).
- TCDD will confirm, prior to funding, that both recommended applicants understand that rights to products developed through this grant belong to TCDD.

**Additional Staff Questions/Concerns:**

- Objectives for years 2-5 note only that the applicant will develop additional models. However, TCDD's experience is that the first year of new projects frequently is somewhat of a "start-up" year that involves a lot of planning and learning about TCDD requirements. Thus, it may be appropriate for the Executive Committee to approve funding for 2-3 years, with an option to extend funding for the full five years if the work requires that length of time. That should allow the proposer the necessary time to develop the initial application and ensure that a more complete plan for years 4 and 5 is provided to the Executive Committee before funding is approved for those years.
- It seems limiting for the app to only be "county-wide" after year 5. Why could it not be applicable across the state or nation?

# **Attachments**

## **15-17**

**TCDD Request for Proposal Reviewer Summary  
RFP # 2011-6 Health and Fitness for People with Developmental Disabilities**

<b>Applicant Organization:</b>	Any Baby Can of San Antonio Inc.
<b>Key Project Staff:</b>	Project Director: Alfred Chavira Project Coordinator: to be hired
<b>Project Location (counties):</b>	Atascosa, Bexar, Comal, Frio, Gonzales, Guadalupe, Medina, Uvalde, Wilson

**Project Abstract:**

The Project proposed by Any Baby Can of San Antonio, Inc. will strive to promote optimal health, physical fitness actualization and inclusion of individuals with developmental disabilities through the offerings of recreational/fitness exploration, support and education. Each individual will become aware of the need to incorporate health and wellness into their lifestyle and will be given the appropriate tools and knowledge to sustain the changes achieved.

**Year 1 Budget**

**Funding amount requested:     \$228,610.45**  
**Match:                                     \$ 76,203.58**  
**Total Project Cost:                 \$304,814.03**

**Strengths:**

- Transportation barriers have been addressed.
- The implementation plan is strong, well thought out, logical and realistic.
- Physician statements will be required before participants can enroll in the program and begin activities.
- The target population is broken down by demographics and need; the organization appears to understand their target population.
- Participants will have “buddies” or “coaches” to provide motivation.
- Assistive technology/adaptive equipment needs were considered.
- Home exercise kits will be provided for participants.
- Partnerships are strong, as evidenced by letters of intent.
- Follow-up will be conducted via phone calls and/or in-home visits.
- Participants and families will have reduced-cost memberships indefinitely per an agreement with the YMCA.
- Inclusive recreational facility staff will be trained, and that training will include sensitivity training.
- Staff members are well qualified.
- The proposal emphasizes and places a high value on participant choice.

**Needs:**

- Since activities will take place at the YMCA and other “off site” locations, the amount requested for rental/leasing may not be justified.

- Who will serve on the Project Advisory Committee (PAC) was not described well, and it was not clear what the PAC's role would be.
- It is unclear how people with developmental disabilities were included in development and/or whether they will have leadership roles.
- More discussion is needed regarding how participants will be supported in years two and three.

**Final Recommendation:** Fundable

**Additional Staff Questions/Concerns:**

The Walk for Autism event is budgeted for \$5,000, which does not seem appropriate since it's an existing activity. To be approved, the applicant would have to show that those funds would be needed for modifications to make the walk more inclusive.

**TCDD Request for Proposal Reviewer Summary**  
**RFP: # 2011-6 Health and Fitness for People with Developmental Disabilities**

<b>Applicant Organization:</b>	Epilepsy Foundation Texas
<b>Key Project Staff:</b>	Project Director: Joe Wappelhorst Project Coordinator to be named
<b>Project Location (counties):</b>	Not noted

**Project Abstract:**

The goal of this project is to establish a fitness and healthy lifestyle program for individuals with developmental disabilities (DD) and epilepsy and their caregivers in rural communities of Texas. This project will be based on the concepts of the Get FIT (Fitness, Integration, and Training) program developed in 2008. The Get FIT program was created to promote a healthy lifestyle for people with intellectual and developmental disabilities. The proposed project will take the Get FIT concepts and translate them into individualized packages, allowing implementation in the rural community. Additional aspects will be developed to address outcomes specific to epilepsy.

**Year 1 Budget**

**Funding amount requested:     \$249,443**  
**Match:                                 \$ 77,616**  
**Total Project Cost:               \$327,049**

**Strengths:**

- People with disabilities will be included in leadership roles.
- Multiple rural sites will be served.
- Technology was addressed in terms of how it can be used and whether participants will have access.
- Goals and activities are clearly written with a sound implementation plan.
- Additional funding sources will be pursued.
- The organization has the longevity, experience, and background necessary for successful implementation.
- The Project Advisory Committee and its role were described well.
- A need for the project was well established; the applicant appeared to understand the population.
- Needed services will be provided to an isolated population.

**Needs:**

- The required experience for the project coordinator seemed low in relation to the position's responsibilities; someone with more experience and/or education should be sought.
- The description of possible additional funding sources is vague.
- Further exploration of the use of assistive technology to support participants is needed.

- The application does not describe supports that will help people participate in activities of their choice.
- Cultural diversity was not addressed in recruitment and support.
- It appears that activities will be brought to participants. If this is not the case, transportation needs must be addressed.

**Final Recommendation:** Fundable

**TCDD Request for Proposal Reviewer Summary**  
**RFP # 2011-6 Health and Fitness for People with Developmental Disabilities**

<b>Applicant Organization:</b>	Texas Statewide Independent Living Council (SILC)
<b>Key Project Staff:</b>	Project Director: Regina Blye Project Coordinator: (TBA)
<b>Project Location (counties):</b>	Brazos Valley area: College Station, and Bryan, Texas and West Texas area: Lubbock, Texas

**Project Abstract:**

The Texas SILC will develop evidence-based Health and Fitness programs for people with developmental disabilities, while partnering with the Texas Association of Centers for Independent Living (TACIL) to provide technical assistance to Centers for Independent Living (CILs). The project will have a two-pronged approach to develop programs that improve health; increase access to fitness programs; improve health outcomes; and increase awareness of the importance of Health and Fitness programs for people with developmental disabilities. Two CILs will become model sites for Health and Fitness programs and the project will distribute annual *Getting Fit to Live, Work, and Play* reports statewide.

**Year 1 Budget**

**Funding amount requested:**           **\$219,472**  
**Match:**                                       **\$ 54,868**  
**Total Project Cost:**                   **\$274,340**

**Strengths:**

- The applicant provided thorough information about Project Advisory Committee (PAC) members.
- The first year milestones contain good detail.
- The organization has the experience; this is their demographic.
- Sustainability could be achieved through the independent living center network across the state.
- Anecdotal testimonies will be part of evaluation (as requested in Request for Proposals).
- Cultural diversity was addressed well.
- Public policy issues were addressed well.
- Consumer satisfaction surveys will be conducted monthly, which will provide direct feedback.
- Hands-on activities such as weight watchers, Zoomba, etc., are named.

**Needs:**

- There is no mention of assistive devices/adaptive equipment.
- The application lacks detail regarding “proactive supports” in years two and three.

- Travel costs are relatively high, especially since the Project Advisory Committee (PAC) will meet face to face only once.
- It is unclear why the project requires out-of-state travel.

**Review Panel Note:** It should be clear that members of the “Control group” should be offered the choice to participate; it should only include people who choose not to participate.

**Final Recommendation: Fundable**

**Additional Staff Questions/Concerns:**

Agree with the Review Panel Note above. For all projects funded under this title, TCDD should be cautious about including activities that might require the need for an Institutional Review Board (IRB) process, which applies when using people as research subjects.