

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Request for Proposals #2010-01 African American Family Support Conference

The Texas Council for Developmental Disabilities (TCDD) is established by and funded under federal and state law and is responsible to promote the development of supports and services necessary for individuals with developmental disabilities to be fully included in their communities. The Council is responsible for developing a State Plan and approving grant projects to carry out objectives in the State Plan.

This announces the intention of TCDD to award funds to establish a second African American Family Support Conference modeled on the Central Texas African American Family Support Conference (CTAAFSC) hosted annually in Austin by Austin Travis County Integral Care (ATCIC). The second conference is to be established in a geographic region outside of Central Texas. TCDD has contracted with ATCIC to serve in an advisory capacity to the organization awarded the grant. Up to \$50,000 for the first year, \$35,000 for the second year, and \$15,000 for the third year is expected to be available to one organization for this project.

TCDD will hold optional grant proposers' telephone conferences to provide more information to organizations interested in submitting a proposal. Additionally, TCDD will maintain on their website a list of individuals or organizations interested in collaborating on a proposal.

The Council has a commitment to support projects that will be carried out by organizations that share the Council's vision and values.

The mission of the Texas Council for Developmental Disabilities is to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.

Funds available for a project funded under this Request for Proposals (RFP) are provided by the U.S. Department of Health and Human Services, Administration on Developmental Disabilities, pursuant to the Developmental Disabilities Assistance and Bill of Rights Act.

Funding for the project is dependent on the results of an independent review process established by the Council and the availability of funds. For questions about this RFP, call Joanna Cordry at (512) 437-5410 or e-mail Joanna.Cordry@tcdd.state.tx.us.

The online application packet specific to this RFP is available on the TCDD Web site at http://www.txddc.state.tx.us/grants_projects/rfp.asp or may be requested **in writing** by U.S. mail, fax, or e-mail. Send written requests for application packets to Barbara Booker, Texas Council for Developmental Disabilities, 6201 E. Oltorf, Suite 600, Austin, TX 78741-7509; fax (512) 437-5434; or e-mail Barbara.Booker@tcdd.state.tx.us. **Application Packets must be requested in writing or downloaded from the Internet.**

Proposals must be submitted not later than 4:00 PM Central Time, Wednesday, May 12th, 2010. **Proposals will not be accepted after the due date.**

Grant Proposers' Telephone Conferences Dates:

TCDD will hold telephone conferences to help potential applicants understand the grant application process and this particular RFP. Answers to participants' questions will be posted on the TCDD Web site. Individuals wanting to participate in telephone conferences should sign up on the TCDD website.

The schedule for telephone conferences for this RFP is as follows:

Friday, March 5th, 2010, 9am Central Time

Wednesday, April 7th, 2010, 2pm Central Time

Monday, April 19th, 2010, 11am Central Time

Individuals and/or organizations wishing to collaborate with others to develop a proposal may post their contact information on the TCDD website and/or contact others who have posted information.

Background:

The Central Texas African American Family Support Conference (CTAAFSC) is an annual event, open and free to the general public, that has been successful in addressing myths about mental illness, treatment for mental illness, and other issues related to health-related disparities experienced by African Americans, including African Americans with developmental disabilities. The CTAAFSC embraces all members of the community regardless of race/ethnicity, but targets the African American community and focuses on providing culturally appropriate information for African Americans in a culturally appropriate forum.

When the first CTAAFSC conference was hosted in 2000 by Austin Travis County Integral Care (then known as Austin Travis County Mental Health Mental Retardation) in response to the 1999 Surgeon General's Report, it was the first conference of its type in Texas and only the third in the United States (the other 2 conferences were held in Washington DC and Ohio). The CTAAFSC, co-sponsored by community partners from the public and private sectors, has now been sustainable for 10 years, growing each year and more than doubling in size. In 2009, the conference reached maximum capacity, with more than 500 people attending. The conference has received national recognition and generated interest from organizations in other parts of the state to establish a similar event.

The mission of the CTAAFSC is to strengthen family and individual awareness of available health care services (behavioral and physical) through culturally sensitive education, supports, and partnerships. The CTAAFSC provides valuable opportunities for professionals to hear about empirically-supported, culturally appropriate ways to provide supports to African American families and to network with others. What is most unique is that it is managed by a programming committee comprised entirely by volunteers from community partners and organizations. TCDD is interested in providing this type of resource to at least one other community in Texas as an effort to promote cultural competence in service provision and to reach out more actively to African Americans with developmental disabilities, who are believed to be under-represented in many service and support systems in Texas.

Project Description:

TCDD proposes that a Regional Texas African American Family Support Conference (Regional Conference) be established as a yearly event, free to people with disabilities and their families, hosted by a local organization and sponsored by community partners from the public and private sectors. Like the CTAAFSC, the Regional Conference would be managed by community advocates who volunteer their time, with some organizational support. The hosting organization would be required to closely follow the CTAAFSC model and would seek active involvement of: leaders of faith-based organizations; mental and physical health-care professionals (including researchers) who focus on health disparities experienced by African Americans; African American community organizations (such as sororities or fraternities); local businesses; provider organizations; and local civil justice advocates.

TCDD has developed this project with the support of ATCIC, and ATCIC will provide technical support to the organization awarded this grant. The organization receiving funds under this grant will be expected to work cooperatively with ATCIC in matters related to the Regional Conference. At least one member of the CTAAFSC organizing committee will provide input into the evaluation of proposals received.

TCDD expects that the conference will:

1. target African Americans but welcome individuals of any ethnicity;
2. be developed by a committee that includes, but is not limited to, representatives from local businesses, health and human service agencies, service providers, faith communities, and individuals with developmental disabilities (including mental illness) and their families. The majority, but not all, of individuals on the committee should be African American and should reside in the surrounding community (town, city, or county);
3. be located at least 120 miles away from Austin and held in summer or fall in order to avoid overlap with the CTAAFSC (held in Austin in February);
4. conduct expansive outreach to recruit volunteers, speakers, and participants;
5. provide training and information to participants about evidence-based, culturally competent, supports and services;
6. offer CEUs for professionals;
7. secure speakers who are nationally recognized;
8. evaluate each annual conference by surveying attendees and using the information in planning future conferences; and
9. ensure that no individual who wants to attend is turned away because of a lack of financial resources.

Corresponding TCDD State Plan Goal and Objective:

Goal 5: People with developmental disabilities receive quality care for mental and physical health and have access to wellness support in their communities.

Objective 4: Explore and develop strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas, each year of the State Plan beginning with federal fiscal year 2009.

Expected Outcome(s):

A sustainable event modeled on the CTAAFSC will be established and held annually in one area of the state more than 120 miles from Austin.

Proposal Components:

NOTE: The completed proposal shall not exceed the number of pages indicated in the Grant Application. Any pages included beyond the allotted number of pages will be removed from the proposal prior to review.

A. The Abstract section should:

Provide a concise summary of the project that does not exceed 100 words.

B. The Narrative section must include the following information:

1. **Major milestones for the first year of the project:** Succinctly describe the plan to reach the intended outcomes for the first year of the project and identify major milestones for all three years.
2. **Project Need:** Define the relevant issues specific to the community in which the conference is to be held, and how the project hopes to address those issues.
3. **Organizational Experience:** Describe the experience and achievements of the applicant organization and all identified partners related to hosting a conference as described in this RFP. Include any familiarity and/or experience the applicant has had with the CTAAFSC (or other similar conferences).
4. **Target Population:** Describe how people and/or organizations will be recruited and selected for participation. Provide demographic information about the community in which the conference will be held.
5. **Project Advisory Committee:** All TCDD grant projects are required to have a Project Advisory Committee (PAC), consisting of individuals with different backgrounds, strengths, and points of view, to provide guidance. For this project, the PAC will also be the conference planning committee. Describe how the PAC recruitment and selection process will be developed and how the PAC will participate and contribute to the outcomes and success of the conference. State how the target will be met for at least 50% of the PAC members to be African American.
6. **Cultural Competence:** Describe how the session topics, speakers, and other aspects of the conference will be evaluated to ensure that they are culturally appropriate.
7. **Partnerships:** Describe formal or informal collaborating partners. Include letters of collaboration and/or support if possible.
8. **Products:** Simply list any products, if any, that you may create as a part of the project, such as: fliers, programs, marketing materials, training curricula, CDs, DVDs, videos, or websites/web pages.

C. The Sustainability of Project section must include:

A description of how the grantee will identify and obtain alternate resources or generate income to continue yearly conferences after TCDD funding ends. *TCDD expects the grantee to develop partnerships that ensure that the conference will continue after TCDD funding has ended.*

D. The Project Evaluation Plan section must include:

1. **Success in Meeting Project Goals:** Describe how evaluation(s) will be used to track and evaluate both the short-term and long-term outcomes of the project.
2. **Consumer Satisfaction:** Describe how input from participants, funding sources, and relevant partners will be solicited and used to evaluate and improve the project.

E. The Project Goal, Objectives, and Activities section must include:

1. Measurable objectives and activities that illustrate how the outcomes noted above under “**Expected Outcomes**” will be achieved.
2. Activities that will lead to the project being sustainable without TCDD funding when the grant ends.

Eligibility:

Eligible grant applicants include organizations that are public agencies, private not-for-profit agencies, universities, colleges, and private for-profit organizations. Grant applicants shall be the organization that will provide the administrative functions for the grants and will receive, disburse, and account for grant funds. Individuals are not eligible to apply for grants under this Announcement.

Terms:

- Applicants must disclose any conflicts of interest between themselves and Council members, employees, or their immediate families, and between themselves and ATCIC Board members or employees.
- Applicants are required to use People First Language in all written materials.
- All printed material must be available in accessible formats including electronic formats and Spanish, as well as in Braille or large print when appropriate.
- Any video/DVD products must have closed captioning. Video/DVD products, teleconferencing, and distance learning activities must be fully accessible.
- TCDD will retain all rights to all products created through this funding.
- TCDD reserves the right not to fund any proposal under this Announcement.
- TCDD staff will approve a Project Advisory Committee of 8-12 key stakeholders.

Nonfederal Match:

A nonfederal matching contribution of at least 25 percent of the total project costs is required. The nonfederal match may consist of “in-kind” valued items and/or designated nonfederal cash contributions. Match contributions cannot be used as match to other federal funds. Project activities located in counties that are designated federal poverty areas require a minimum of 10

percent matching resources. An increasing match in subsequent years is requested and will be negotiated with TCDD.

Match requirements may be calculated as follows:

For non-poverty areas:

(Amount of Federal Funds received) /3 = Amount of Match required

For poverty areas:

(Amount of Federal Funds Received) /9 = Amount of Match required

Continuation Funding:

The Project funded under this RFP is eligible for continuation funding for up to two continuation years. However, continuation funding is not automatic each year, and funds may be terminated prior to the ending date originally intended. Continuation funding will be based on a review of the project's accomplishments, progress towards stated goals and objectives, financial management of funds, compliance with reporting requirements, review of the most recent program audit, review of findings of TCDD's onsite reviews, development of alternative funding, and the availability of TCDD funds.

Deadlines and Submission Process:

One hard copy, with original signatures, and one electronic copy must be submitted.

Electronic and hand-delivered hard copies must be received by TCDD, not later than 4:00 PM Central Time, Wednesday, May 12th, 2010. If the hard copy is mailed, it must be postmarked prior to midnight on the date specified above. Proposals should be directed to the attention of Barbara Booker. Faxed proposals cannot be accepted.

Applicants must provide TCDD with an electronic copy of each proposal at the same time the hard copies are submitted. Electronic copies should be provided on a CD in Word format or submitted electronically to Barbara.Booker@tcdd.state.tx.us.