

TCDD Meaningful Day Mini-Grants: Questions and Answers

The Texas Council for Developmental Disabilities (TCDD) issued a Request for Proposals (RFP) to fund Meaningful Day Mini-Grants that will improve the design and delivery of services related to daily activities so more people with disabilities have access to meaningful day activities, supports, and services. Interested parties had opportunities to submit questions to TCDD about the RFP. Below are the questions that were submitted and the corresponding answers from TCDD.

What is the match requirement?

- **Non-poverty counties:** Amount of federal funds received/3 = match requirement for activities in non-poverty counties
- **Poverty counties:** Amount of federal funds received/9 = match requirement for activities in poverty counties
- Example: \$15,000/3 = \$5,000 required match amount for activities in non-poverty counties

Would this Meaningful Day program be for only one site or multiple cities/sites (we have multiple offices/program sites)?

The use of one or multiple sites may be determined by the applicant and their project description and activities, but requested grant funds for a single project cannot exceed \$15,000. However, an organization with multiple locations may submit one or more applications to address the needs in a different service area with different activities and projects.

What does the RFP mean by “collaborators” in this project?

Collaborators are other nonprofit or for-profit community partners, groups and organizations that will help you find participants, share space, etc.

Is there a minimum number of unduplicated individuals that TCDD requires the applicant to serve?

TCDD is not requiring a minimum number of individuals be served. TCDD understands that there may be a set group of individuals participating in the project activities. However, TCDD hopes that the activities can be replicated and shared with other organizations to reach additional people.

Where do we find the TCDD evaluation surveys that we would use to evaluate our programs?

If your organization is awarded funding, TCDD will provide you with the evaluations and surveys.

Can we use multiple sets of evaluation surveys or only TCDD surveys to evaluate the program?

Use of the TCDD surveys is required, but you may also use additional evaluation tools.

Is the application able to be used in Google Docs?

The application is available as a Microsoft Word document, and users will need to open it in Microsoft Word or a compatible application.

How do we send supporting materials and information?

You can attach supporting information when you email your application. However, the supporting information cannot be used to replace the TCDD Application form.

We do not currently provide any services under the Medicaid waiver program. It sounds as though this program is aimed toward your current Medicaid waiver providers. Is this correct?

Although the RFP states that our primary audience is providers of Medicaid waiver services, we do acknowledge that there are organizations and groups that provide other services, and we encourage them to apply. However, being a Medicaid waiver provider or sub-contractor may be a determining factor for funding decisions made by the Council.

Is TCDD requiring applicants to have a collaboration, or is this an option?

All grant recipients will be required to participate in a collaborative learning community to share their work—including barriers and successes—to improve person-centered outcomes and to provide peer support to future grantees. This requirement will better ensure that future grant recipients will be able to build upon these activities and develop ongoing meaningful day support.

Are there 10 grants per year or 10 per application cycle?

There could be up to 10 grants total for this RFP, depending on available funding.

Can the same nonprofit submit more than one application if they are operating in different service areas and have separate projects?

An organization may submit one or more applications to address the needs in a different service area with different activities and projects. An organization cannot have more than three active grants with TCDD at a given time.

Is this a multi-year grant?

No, the funding duration for this RFP is one year.

Can you provide an example of "employment team" related activities that you are interested in funding? Is this limited to professional development for employment consultants/job coaches?

Examples of "employment team" related activities include, but are not limited to, the following:

- ensuring employment specialists have the support and coaching needed to focus on customized employment approaches for individuals with disabilities who are seeking independent employment options;
- increasing the number of people employed in community jobs of their choice or increasing the number of hours a person in a community job works; or
- for individuals already employed, improving the supports, services and satisfaction related to the employment.

With this in mind, such activities are not limited to professional development for employment consultants/job coaches.

Are there definitive exclusions funds cannot be used for?

This grant is subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under Title 45 CFR Part 75. These requirements and additional terms and conditions that are applicable to this award can be found on the Administration for Community Living website under the Funding Opportunities tab. All project expenses must conform to federal and state regulations for determining allowable project costs. Further information can be found in the Uniform Grants Management Standards.

Grant funds provided on behalf of TCDD may not be used for the following purposes:

- Applicants may not use TCDD funds to supplant non-federal funds that would otherwise be made available for the purposes for which the funds are provided.
- Applicants may not use TCDD funds to provide, duplicate or replace services for individuals with developmental disabilities and their families who are eligible for federal assistance under other state programs.
- Funds awarded under this RFP may not be used for direct services and supports.
- Funds awarded under this RFP may not be used for food, beverages or promotional items.
- Grantees will not engage in activities that would require registration with the Texas Ethics Commission as a lobbyist.

If my organization receives funding, can we reapply for the Meaningful Day RFP again?

An organization may have up to three grants with TCDD. However, if your organization was to reapply for the Meaningful Day RFP and funds were still available, then the activities, outcomes and outputs would need to be different than those from your initial project.

Are we able to get anyone to do a pre-review of our grant before the deadline?

TCDD cannot do a pre-review of the grant applications as it would create a two-step review process and give some applicants an unfair advantage, especially if other applicants do not get a pre-review. You may use outside resources to assist with your grant application writing.

Do signatures need to be signed in ink, then the app scanned, or can signatures be typed in?

Signatures can be signed in ink or indicated by an electronic signature.

Can grant funds pay for community engagement activities such as movie attendance or sporting event attendance, or are these considered unallowable entertainment expenses?

- Costs of entertainment—including amusement, diversion, and social activities and any associated costs—are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the federal award or with prior written approval of the federal awarding agency ([200.438 Entertainment costs](#)).
- Allowable items must be necessary and reasonable for the performance of the federal award and be allocable thereto under these principles ([200.403 Factors affecting allowability of costs](#)).
- Projects will improve access to meaningful employment and community activities for people with disabilities, and grantees will test models and build their organization's capacity to help people with disabilities achieve meaningful outcomes.

Is it a requirement to certify by Texas Developmental Disabilities Administration to apply for this grant?

While our primary audience is providers of Medicaid waiver services, we do acknowledge that there are organizations and groups who provide other services, and we encourage them to apply. While it is not an outright requirement in the RFP, TCDD is likely to give preference to providers that are licensed under the state's oversight of services to individuals with developmental disabilities. Texas Health and Human Services (HHS) provides the resources that contracted service providers need to do business with the agency and to provide long-term care services. <https://hhs.texas.gov/doing-business-hhs/provider-portals/long-term-care-providers>

In the Grant application details, it suggests that the grant can be used to provide the care to disabled population. In some of the information, it states that the funds should be used for population with developmental disabilities. We serve disabled population including developmental disabilities. In this case can you guide me if your focus is only the developmental disabilities or whole disability population?

TCDD's primary focus is creating change for people with developmental disabilities. However, TCDD does recognize that our activities can and do have an impact upon individuals with other disabilities, and grant applications will be reviewed with this in mind.

Total number of program service hours: We provide in home care to disabled population. The program service hours for all our different programs are 1,630,117 for the year 2018. Is this the hours and time period you are looking for?

TCDD is asking for the days and hours your organization provides day activities to individuals (e.g., Monday through Friday, 9 a.m. to 6 p.m.).