

Linda McDowell  
National Center on Deaf-Blindness

Linda,

Thank you for your timely response to our request for your list of new products and services in FY 2015. We randomly selected a product and a service from the list you provided and are now requesting more detailed information about the following product and service:

New Product: OHOA Module 16: Self-Determination

New Service: Established a Community of Practice with state deaf-blind projects in support of Early Intervention Practices

There are two documents attached to this e-mail message: a New Product Description Guide and a New Service Description Guide.

**New Product and New Service Description Guides.** Please complete the product and service description guides for the new product and new service listed above. The guides are intended to standardize the information about products and services across projects. These guides will be given to review panels of experts in the field so that they can assess the quality, relevance, and usefulness of the product content and the content delivered through the service. If you have been involved in the GPRA process before, you will notice that OSEP has updated the *usefulness* criteria in this year's description guides.

Please limit each guide to no more than seven pages. Send us a copy of each guide in Word or PDF format via e-mail to the address below.

In addition to a copy of the completed guides, we also need a copy of your new product and any supporting materials for your new service in either Word or PDF format. For example, if your service is a training session and you hand out supporting materials during the session, please send us the materials as an e-mail attachment. If your product is accessed through the Web, please provide us with the URL address.

Please send your new product and new service descriptions and all supporting materials as an email attachment to The Study Group Inc. at [StudygroupTAandD@aol.com](mailto:StudygroupTAandD@aol.com) **no later than May 27, 2016**. We will confirm receipt of your materials including an acknowledgement that we are able to access your URLs.

If you have any questions or need assistance, please contact Patti Bourexis or Larry Law ([StudygroupTAandD@aol.com](mailto:StudygroupTAandD@aol.com)) via e-mail or telephone (252) 441-2788 as well as David Guardino, OSEP TA&D Program Lead, via e-mail at [David.Guardino@ed.gov](mailto:David.Guardino@ed.gov) or telephone (202) 245-6209.

Thank you in advance for your continued cooperation.

Patti Bourexis

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