

Request for Assistance (RFA)

The Focused Assistance to Support Training (FAST) Projects for Leadership Education in Neurodevelopmental and Related Disabilities (LEND) and Developmental Behavioral Pediatrics (DBP) Training Programs

Purpose

LEND and DBP Training Programs are continually seeking ways to strengthen their interdisciplinary leadership training to achieve desired outcomes for the workforce serving children with autism and other developmental disabilities. This includes the ongoing identification of priorities for program improvement and the development and implementation of creative approaches to address them.

Based on the most recent non-competing continuation (NCC) applications and other program information sources, the following priority technical assistance (TA) needs have been identified for LEND and DBP Training Programs:

- (1) Recruiting and Building a Diverse Workforce**
- (2) Meaningful Inclusion of People with Lived Experience**
- (3) Enhancing Training on Health Equity**
- (4) Building Purposeful Title V Partnerships**
- (5) Capturing and Sharing Program Impact**

The Interdisciplinary Technical Assistance Center on Autism and Developmental Disabilities (ITAC) will offer technical assistance to LEND and DBP Training Programs through short-term Focused Assistance to Support Training (FAST) Projects to help address these needs. The products and outcomes of selected projects will be shared with LEND and DBP network members as resources for peer programs' use. Examples of potential projects include the development of recruitment materials; continuing education (CE) opportunities; professional development activities for faculty; or the development of training materials or modules, to name a few. Projects may also be used to support or augment existing activities already planned by LEND and DBP Training Programs.

Up to four (4) LEND and DBP Training Programs will be eligible for:

- A maximum of \$8,000 each in reimbursement to support the development and implementation of activities that address one of these areas of need within their training program; and
- Access to peer-to-peer consultation and individualized technical assistance through ITAC to support these activities.

Eligibility

All MCHB-funded LEND and DBP awardees are eligible to seek assistance through this process. No more than one request per awardee will be selected to receive assistance. Collaboration between LEND and/or DBP Training Program awardees is encouraged but not required. Multiple LEND and DBP Training Program awardees may collaborate on a request; however, one program site will serve as the lead and enter into an agreement with AUCD. The total allowable reimbursement per application will be up to \$8000, even when sites partner with one another. Indirect is allowable if the university or hospital requires it, with an indirect cost cap of 8%.

Expectations

Selected awardees will be expected to:

- 1) Plan and carry out all activities supported under this request between September 15, 2023, and August 31, 2024.
- 2) Designate one program site to enter into an agreement with AUCD upon approval of the project prospectus and budget.
- 3) Designate one person who will be the activity lead and assume primary responsibility for planning, implementation, financial management, project reporting, and communication duties. The activity lead does not need to be the official project director of the program; however, the project director does need to provide a letter of support for the activity lead.
- 4) Participate in all required technical assistance activities (e.g., check-in calls) during the project period and maintain an open dialogue with ITAC staff to ensure that project needs are met in a timely and efficient manner.
- 5) Invoice AUCD monthly for all eligible expenses, not to exceed \$8,000. Ensure that all project funds are expended on or before August 31, 2024, and the final invoices to reimburse approved costs are submitted to AUCD by September 15, 2024.
- 6) Present on the process and outcomes during grantee meetings and at other times as requested (ITAC will provide advanced notice in those instances).
- 7) Provide a detailed description of the activity and/or resulting products for archival purposes on the ITAC website, in addition to dissemination to the LEND/DBP network via established communication mechanisms.
- 8) Complete a brief final project report (template to be disseminated by ITAC to the primary point of contact for each selected applicant before July 1, 2024) and submit it to ITAC by September 30, 2024.

Support

Up to \$8,000 will be available on a cost reimbursement basis for each selected application to support activities to address one of the five priority areas described above. Funds may be used for expenses, including but not limited to faculty/staff time, expert consultation, compensation

for a trainee assistant, speaker fees, meeting costs, and trainee materials. Funds may also be used to support or augment existing activities already planned by LEND and DBP awardees. Indirect costs are allowable if required by the university or hospital. All funding will be subject to the availability of funds from the Maternal and Child Health Bureau (MCHB), and there is no guarantee of additional funding in the future.

Timeline

Activity	Date
Issuance of RFA	July 28, 2023
Application for RFA Due	September 5, 2023
Decision Notification	September 8, 2023
Development of Agreement between ITAC and Primary Program Site	September 2023
Introduction Call with ITAC and MCHB	October 2023
ITAC Peer-to-Peer TA Calls with Primary Program Sites	January 2024, July 2024
Last Day to Incur Project Expenses	August 31, 2024
Deadline for Submitting Invoices for Reimbursement	September 15, 2024
Final Project Report Due	September 30, 2024

Requesting Assistance

Applicants must electronically submit responses to this application's narrative prompts below (pages 3-4) to itac@aucd.org by **Tuesday, September 5, 2023, at 11:59 PM ET**. **Submission, including all attachments, should be no more than 8 printed pages. Please include "FAST Project Submission" in the subject line.**

Requests will be reviewed and evaluated based on the following criteria:

- (1) significance of need;
- (2) clarity and appropriateness of goals, objectives, and activities;
- (3) potential for overall project impact; and enhancement of diversity, inclusion, and cultural and linguistic responsiveness;
- (4) leadership and sustainability; and
- (5) budget soundness.

The proposal scoring rubric is available on pages 4-5 of this application. If you have additional questions about the request and selection process, please contact itac@aucd.org.

Narrative Prompts

- 1) What is the area of need that your proposed project is planning to address? (please select one)
 - Recruiting and Building a Diverse Workforce
 - Meaningful Inclusion of People with Lived Experience
 - Enhancing Training on Health Equity
 - Building Purposeful Title V Partnerships
 - Capturing and Sharing Program Impact

- 2) Is your program collaborating with another LEND or DBP Training Program on this project?
 - Yes
 - No

If yes, please list the program(s):

- 3) Why is improvement in this area a priority for your program? If applicable, please briefly share what your program is currently doing (or has done previously) to address this need and what challenges, if any, you have experienced.
- 4) Provide a clear and succinct description of your program's proposed project, including (1) goals; (2) objectives; and (3) related activities (through August 31, 2024) to be supported by this request for assistance.
- 5) How will you define success and measure project outcomes?
- 6) Describe your program's plans to attempt to build upon and/or sustain the impact of activities supported by this RFA beyond the project period.
- 7) Describe how your program's proposed project enhances diversity, inclusion, and cultural and linguistic responsiveness beyond the scope of the LEND/DBP program's currently funded activities.
- 8) How will the proposed project benefit other LEND/DBP awardees funded by MCHB?
- 9) Describe your anticipated technical assistance needs for the project (i.e., from ITAC, MCHB, and/or other entities).
- 10) Provide the name, affiliation, position, and contact information for the project lead and any other significant personnel. Briefly outline their responsibilities related to activities supported by this RFA. If your program is collaborating with another LEND/DBP Training Program on this project, please describe the roles and responsibilities of each participating program.
- 11) Provide a proposed line-item budget and justification for the requested amount. For guidelines, please refer to the "Support" section on page 2 of this document.

Proposal Scoring Rubric

Prerequisites

	Yes	No
The proposal addresses one of the five stated priority technical assistance needs.		
Activities supported by this funding can be carried out by August 31, 2024.		
The proposal identifies and provides the required information for the project lead.		

Core Content – 40 possible points

	1	2	3	4
The need for this project in the program is appropriate, significant, and clearly defined.				
Addressing this specific need will contribute to overall program improvement.				
The proposed goals and objectives address the identified area of need.				
The proposed project activities are aligned with the identified goals/objectives.				
Objectives are specific, measurable, attainable, realistic, and time-dependent.				
The scope of this project is consistent with the timeframe and funding level.				
Totals				

Impact

This project represents a novel or innovative advancement for the network in developing resources for this area of need.				
The program is poised to sustain resulting improvements over the long term.				
The project enhances diversity, inclusion, and cultural and linguistic responsiveness beyond the scope of the LEND/DBP program's currently funded activities.				
The proposed dissemination plan will contribute information on project materials, implementation strategies, and outcomes to the broader LEND/DBP network.				

Budget

	Yes	No
The proposed budget follows the stated guidelines and is appropriate for the project.		

Recommendation

I recommend this proposal for funding with no changes.	
I recommend this proposal for funding, with changes.	
I do not recommend this proposal for funding.	