



**AIDD-AUCD Leadership Opportunity**  
**Action Team Members: Diversity & Inclusion Action Plan**  
**Request for Applications**

**REQUEST FOR APPLICATIONS RELEASED: July 7, 2016**

**INFORMATIONAL CALL: July 20, 2016; 4:00-5:00 pm eastern. To join, please dial 1-866-682-4676 or join online at [http://aucd.adobeconnect.com/add\\_ta/](http://aucd.adobeconnect.com/add_ta/)**

**REQUEST FOR APPLICATIONS DEADLINE: August 1, 2016**

**SELECTED APPLICANTS NOTIFIED BY: August 22, 2016**

**ACTION TEAM MEMBER TERM: September 1, 2016 - September 30, 2017**

**REQUIRED ORIENTATION CALL: September 5, 2016, 4:00-5:00 pm eastern.**

This request for applications includes the following components:

- Diversity & Inclusion Action Team Overview
- Diversity & Inclusion Initiative Background
- Role of the Action Team Members
- Action Team Member Responsibilities
- Member Support
- Action Team Timeline
- Application Procedure (including requirements and qualifications)
- Application Form

For questions about the Diversity & Inclusion Action Plan or Action Team, contact Dawn Rudolph at [drudolph@aucd.org](mailto:drudolph@aucd.org) or 240-821-9387.



**UCEDD Resource Center**  
A project of AUCD, in partnership with AIDD, to strengthen and support the network of UCEDDs

## **Diversity & Inclusion Action Team Overview**

The [Association of University Centers on Disabilities](#) (AUCD) with funding support from the [Administration on Intellectual and Developmental Disabilities](#) (AIDD), announce a leadership opportunity for Action Team Members to advise work on a Diversity & Inclusion Action Plan as well as the Diversity & Inclusion Training Action Plan. Intended audiences for these Action Plans include AUCD's UCEDD Resource Center (URC), AIDD, and the national network of [University Centers for Excellence in Developmental Disabilities Education, Research, and Service](#) (UCEDDs). This effort is intended to systematically reduce and eliminate disparities and inequities in access to and utilization of services experienced by individuals with developmental disabilities (DD) and their families who are members of historically underserved racial, ethnic, and linguistically diverse groups across the lifespan. The Action Team will advise this work by:

- serving as steering committee to the developers of the Diversity & Inclusion Action Plan ([https://www.aucd.org/docs/Opportunities/RFP\\_Developing\\_Diversity\\_Inclusion\\_Action\\_Plan.pdf](https://www.aucd.org/docs/Opportunities/RFP_Developing_Diversity_Inclusion_Action_Plan.pdf)) and the Diversity & Inclusion Training Action Plan (see <http://www.aucd.org/docs/urc/oppHHS-2016-ACL-AOD-DDTI-0173-cfda93.632-cidHHS-2016-ACL-AOD-DDTI-0173-instructions.pdf>);
- contributing content expertise to the development of both Action Plans noted above; and
- promoting adoption and implementation of both Action Plans into activities and functions of AIDD, AUCD, and UCEDDs.

Up to 8 Action Team Members will be selected.

This opportunity is open to all whom meet the criteria and can fulfill the responsibilities. Awards will be made based on an objective review of all applicants.

## **Diversity & Inclusion Initiative Background**

AIDD has conducted many activities to attempt to understand the landscape which would inform this effort, including but not limited to:

- Increasing workforce diversity through: (1) [Leadership Institute for Cultural Diversity and Cultural and Linguistic Competence](#) coordinated by the Georgetown UCEDD; (2) [AIDD Diversity Fellowships at 14 UCEDDs](#); (3) [Minority Partnership Projects](#) at the USC UCEDD and California State University Los Angeles and Georgia UCEDD and Morehouse School of Medicine
- A number of UCEDDs have leveraged their funding from AIDD to develop [partnerships with Minority Serving Institutions](#) (MSIs).
- The Georgetown UCEDD has leveraged AIDD funding to create the [National Center on Cultural Competence](#)
- Funded by AIDD, AUCD has recently developed an interactive, web-based Diversity & Inclusion Toolkit ([www.ImplementDiversity.Tools](http://www.ImplementDiversity.Tools)) that includes objectives, strategies, tools, and resources for the Network as it seeks to increase diversity at all levels; integrate cultural, linguistic and cross-disability competence across all activities; and engage with underrepresented communities to reduce disparities in access, outcomes and quality.
- Funded by AIDD, AUCD has held several webinars and community conversations addressing topics of diversity, inclusion, and cultural and linguistic competence.

Building on the above efforts, two related new initiatives are underway: a Diversity & Inclusion Action Plan, and a Diversity & Inclusion Training Action Plan.

The Diversity and Inclusion Action Plan is intended to address the framework needed that will underpin what can be built in five years to create long-term measurable progress toward these goals: 1) transform the DD and related service systems to address chronic inequities experienced by individuals with DD from underserved racial, ethnic, and linguistically diverse groups; 2) strengthen the nation's DD infrastructure and workforce to meet the needs of an increasingly diverse population; 3) advance the health, safety, self-determination, productivity and self-sufficiency of all individuals with ID/DD across the lifespan; 4) advance scientific knowledge and innovation to address chronic inequities; and 5) increase the efficiency, transparency and accountability of AIDD-funded programs. This Action Plan should address what is needed to orchestrate organizational and system change in an environment that is highly political, resource depleted, and widely varying in socio-cultural contexts across the country. The framework for the Action Plan should include the following levels of impact: 1) policy, 2) administration, 3) UCEDD core function delivery, 4) consumer and family, 5) community, and 6) individual faculty, staff, and students. These levels of impact should be addressed for three audiences: 1) the UCEDD network, 2) AUCD as the technical assistance provider to the UCEDD network, and 3) AIDD as the federal funder of the UCEDD network. Finally, the Action Plan should include recommendations for data points to serve as measures of progress.

The Diversity & Inclusion Training Action Plan will provide recommendations for a cultural competency training framework for the national network of UCEDDs including recommended timelines, actions steps and goals for its implementation; and resources, tools, training, and other relevant materials including, an interactive website. AIDD is funding this effort to work towards the long term goals of increasing diversity of leadership, staff and governing bodies across the DD network; building cultural competence capacity with the leadership, staff, and governing bodies across the DD network; increasing the number of persons from underrepresented racial, ethnic groups, people with disabilities, people from disadvantaged backgrounds who benefit from AIDD supported programs; and improving the recruitment and employment of underrepresented groups including racial and ethnic groups, people with disabilities, and people from diverse or disadvantaged backgrounds in the UCEDD Network.

### **Role of the Action Team Member**

1. For the consultant developing the Action Plan:
  - a. Serve as peer reviewers for consultant proposals received by AUCD
  - b. Serve as a steering / advisory committee to URC/AUCD, AIDD, and the consultant as the Action Plan is being developed.
  - c. Contribute content expertise to the consultant developing the Action Plan
  - d. Review and provide feedback on draft iterations of Action Plan
  - e. Champion the Action Plan within the UCEDD network to build buy-in and consensus
  - f. Facilitate cohesion between the two Action Planning efforts
2. For the consortium developing the Diversity & Inclusion Training Action Plan:
  - a. Serve as a steering / advisory committee to URC/AUCD, AIDD, and the consultant as the Training Action Plan is being developed.
  - b. Contribute content expertise to the consortium developing the Training Action Plan

- c. Facilitate cohesion between the two Action Planning efforts

### **Diversity & Inclusion Action Team Member Responsibilities**

The responsibilities allow Action Team Members to apply individual expertise toward developing wide-reaching plans for increasing diversity, inclusion, and cultural and linguistic competence across the national network of UCEDDs and the communities impacted by the UCEDDs.

Action Team Members are expected to:

- make a 13-month commitment to this program (September 1, 2016-September 30, 2017);
- participate in bi-monthly 90-minute Action Plan online meetings with AUCD, AIDD, consultant, and consortia;
- review and provide feedback on consultant and consortia deliverables for Action Plan and Training Action Plan
- participate in an evaluation activity (likely a short survey)

Diversity & Inclusion Action Team Member responsibilities typically require about 2-4 hours per month.

AUCD and AIDD will be available communication and technical assistance as needed.

### **Action Team Member Support**

To support Action Team Members, AUCD will provide:

- \$1500 stipend;
- Convening of bi-monthly online meetings with webinar and conference call technologies;
- As-needed communication and technical assistance provided by email, phone and webinar.

### **Application Procedure**

Submit the application form by email by 5:00 pm eastern on August 1, 2016 to Dawn Rudolph at [drudolph@aucd.org](mailto:drudolph@aucd.org).

Applications need to address the components in the form (described below). To be considered eligible, applicants are required to complete and submit all sections of the form.

Applications received after the deadline, August 1, 2016 will not be considered.

Please Note: You will receive notification of receipt of application no later than 72 hours following submission. If you have not received a notification of receipt within this timeframe, please contact Dawn Rudolph at [drudolph@aucd.org](mailto:drudolph@aucd.org).

### Qualifications

Qualified applicants include individuals who are:

1. Involved in high level efforts to advance and sustain cultural and linguistic competence (CLC) within their respective organizations or nationally;

2. Addressing disparities and disproportionality among people with intellectual and developmental disabilities;
3. Contributing to the juried and grey literature;
4. Active in national committees/work groups dedicated to CLC and/or inclusion;
5. Regarded as having expertise in serving ethnic-specific communities;
6. Representative of various geographic regions of the country;
7. Representative of the racial, ethnic, and cultural diversity and intersectionality existing in the country; and
8. Knowledge and experience in creating and implementing initiatives that support the interests and needs of culturally diverse populations and communities

#### Fiscal Agent

Action Team Members will receive a \$1500 stipend for fulfillment of responsibilities related to this effort. This stipend may be awarded to a fiscal agent that will receive the funds, if preferred. If this is the case, applications must include the signature of the fiscal agent representative.

#### How to Apply

Complete the application found here. Submit the application and letters of support via email to Dawn Rudolph at [drudolph@aucd.org](mailto:drudolph@aucd.org) by **5:00 pm eastern time on August 1, 2016.**

#### For More Information

AUCD contact: Dawn Rudolph at [drudolph@aucd.org](mailto:drudolph@aucd.org) or 240-821-9387

# DIVERSITY & INCLUSION ACTION TEAM APPLICATION

**State/Territory/Tribe:** Click here to enter text.

**Name:** Click here to enter text.

**Email:** Click here to enter text.

**Phone:** Click here to enter text.

**Mailing Address:** Click here to enter text.

**Current Affiliation:** Click here to enter text.

**Current Professional Role:** Click here to enter text.

**Additional Requirements:**

- (1) Please attach a narrative highlighting relevant training and recent professional experience addressing required qualifications.
- (2) **Personal Statement: (500 words or less)** Please tell us about your interest in becoming an Action Team Member and how this role fits with your personal and professional goals.

**Required Letters of Support:**

- (1) Attach a letter of support from your employer (or professional colleague, if self-employed) that supports your application (one page maximum).
- (2) Attach a letter of support from an individual (from outside your organization of employment) who can attest to any past success you have had in terms of fostering organizational change toward diversity, inclusion, and cultural & linguistic competence.

Please read and check the boxes below before signing:

I understand that participation in this program will require

Participation in bi-monthly Action Team online meetings (typically scheduled to accommodate time zone variation)

Review and provision of feedback on Action Plan and Training Action Plan deliverables

**Applicant Signature:** \_\_\_\_\_

**Name of Fiscal Agent (optional) (Print):** Click here to enter text.

**Fiscal Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit application to Dawn Rudolph at [drudolph@aucd.org](mailto:drudolph@aucd.org) by 5:00 pm eastern, August 1, 2016.