

Request for Assistance

The Focused Assistance to Support Training (FAST) Projects for Developmental Behavioral Pediatrics Training Programs

Purpose

Developmental Behavioral Pediatrics (DBP) Training Programs are continually seeking ways to strengthen their interdisciplinary leadership training to achieve desired outcomes for the workforce serving children with autism spectrum disorder 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 DBP Training Programs:

- (1) Recruiting and Building a Diverse Workforce**
- (2) Enhancing Training on Cultural and Linguistic Responsiveness**
- (3) Creating Meaningful Title V Partnerships**
- (4) Improving Virtual Engagement***
- (5) Engaging and Leveraging DBP Alumni Networks**

**Virtual engagement may include (but is not limited to) clinical, family, and/or trainee engagement.*

The Interdisciplinary Technical Assistance Center on Autism and Developmental Disabilities (ITAC) will offer technical assistance to DBP Training Programs through short-term FAST (Focused Assistance to Support Training) 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; stipends for community providers to participate in trainings; 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 DBP Training Programs.

Up to five (5) DBP Training Programs will be eligible for:

- A maximum of \$10,000 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 in support of these activities.

Eligibility

All MCHB-funded DBP Training Programs are eligible to seek assistance through this process. No more than one request per program will be selected to receive assistance. Collaboration between DBP Training Programs is encouraged but not required. Multiple DBP Training Programs may collaborate on a request; however, one program site will serve as the lead and enter into an agreement with AUCD.

Expectations

Selected programs will be expected to:

- 1) Plan and carry out all activities supported under this request between April 2, 2021 and August 31, 2021.
- 2) Designate one program site to enter into an agreement with AUCD upon approval of 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.
- 4) Participate in all required technical assistance activities (e.g. peer-to-peer 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 \$10,000. Ensure that all project funds are expended on or before August 31, 2021 and final invoices to reimburse approved costs are submitted to AUCD by September 15, 2021.
- 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 program before July 6, 2021) and submit to ITAC by September 30, 2021.

Support

Up to \$10,000 will be available on a cost reimbursement basis for each selected program to support activities aimed at addressing one of the five priority areas described above. Funds may be used for expenses, including but not limited to: faculty/staff time, expert consultation, stipend for a trainee assistant, speaker honoraria, meeting costs, and trainee readings or other supplemental materials. Funds may also be used to support or augment existing activities already planned by DBP Training Programs. 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

| <i>Activity</i> | <i>Date</i> |
|--|--------------------|
| Issuance of RFA | March 5, 2021 |
| Application for Assistance Due | March 28, 2021 |
| Decision Notification | April 2, 2021 |
| Development of Agreement between ITAC and Primary Program Site | April 2021 |
| ITAC TA Calls with Primary Program Site | April 2021 |
| Last Day to Incur Project Expenses | August 31, 2021 |
| Deadline for Submitting Invoices for Reimbursement | September 15, 2021 |
| Final Project Report Due | September 30, 2021 |

Requesting Assistance

Requesting programs must electronically submit responses to the narrative prompts below (pages 3-4) of this application to Jackie Czyzia (jczyzia@aucd.org) by **Sunday, March 28, 2021 at 8:00 PM ET**. **Submission, including all attachments, should be no more than 5 printed pages.**

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 program impact;
- (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 Jackie Czyzia (jczyzia@aucd.org).

Narrative Prompts

- 1) What is the area of need that your program is planning to address? (please select one)
 - Recruiting and Building a Diverse Workforce
 - Enhancing Training on Cultural and Linguistic Responsiveness
 - Creating Meaningful Title V Partnerships
 - Improving Virtual Engagement
 - Engaging and Leveraging DBP Alumni Networks

- 2) Is your program collaborating with another DBP Training Program on this project?
 - Yes

o 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, 2021) to be supported by this request for assistance.
- 5) How will you define and measure success?
- 6) Describe your program’s plans to attempt to build upon and/or sustain the impact of activities supported by this request for assistance beyond the project period.
- 7) Describe how your program’s proposed project enhances diversity, inclusion, and cultural and linguistic competence beyond the scope of the project activities.
- 8) How will this proposed project benefit other DBP Training Programs funded by MCHB?
- 9) Describe your anticipated technical assistance needs for this 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 request for assistance. If your program is collaborating with another DBP Training Program on this project, please describe the roles and responsibilities of this program.
- 11) Provide a proposed line-item budget with justification for the entire amount requested. 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, 2021. | | |
| The proposal identifies and provides required information for the project lead. | | |

Core Content – 36 possible points

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|--|--|--|--|--|
| The need for this project at the program is appropriate, significant, and clearly defined. | | | | |
| This project represents a novel or innovative advancement for the network in developing resources for this area of network need. | | | | |
| 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. | | | | |
| Measures are specific, measurable, attainable, realistic, and time-dependent. | | | | |
| The program is poised to sustain resulting improvements over the long-term. | | | | |
| The project enhances diversity, inclusion, and cultural and linguistic competence beyond the scope of proposed activities. | | | | |
| The scope of this project is consistent with the timeframe and funding level. | | | | |
| The proposed dissemination plan will contribute to the broader network of LEND/DBP program improvements in this area of need. | | | | |
| Totals | | | | |

Budget

| | Yes | No |
|--|-----|----|
| The proposed budget follows stated guidelines and is appropriate to 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. | |