



# Call for Consultation: Developing a UCEDD Network TA Plan to Implement the Diversity, Equity and Inclusion Action Plan

## Background

Completed in 2019, the [\*Equity, Diversity, and Inclusion Action Plan for the UCEDD National Network\*](#) (referred to as the ED&I Action Plan) was developed by multiple UCEDD leaders with support from the UCEDD Resource Center (URC), advice from a team of UCEDD faculty and staff, and funding from the Administration on Community Living (ACL). The ED&I Action Plan identifies four priority areas that are essential to address the persistent inequities experienced by people at the intersection of race, ethnicity, and disability; these included **Workforce Diversity, Cultural and Linguistic Competence, Local /State Impact, and Crosscutting Considerations**. Each of the four areas included objectives, action steps, and strategies that can be taken by all UCEDD network members, including ACL's Office on Intellectual and Developmental Disabilities, AUCD, the URC, and individual UCEDDs. The primary role for the URC is to serve as a repository of information, provider of technical assistance (TA), and collector of data in the National Information Reporting System (NIRS) to support UCEDDs in achieving and documenting the stated outcomes.

Toward this end, the URC has proposed, and ACL has approved, a national TA initiative to drive systemic implementation of the ED&I Action Plan across the UCEDD network with the following two-step approach: (1) by September 30, 2020 develop and facilitate a workgroup of interested UCEDDs to identify approaches to the provision of TA that will support UCEDDs in sharing knowledge, lessons learned, and resources related to implementing individual action items in the ED&I Action Plan, utilizing Plan-Do-Study-Act learning cycles; and (2) In future contract years, recruit and facilitate UCEDD cohorts to participate in TA as defined in step one, provide and evaluate the TA, and review evaluation of TA provided and refine approaches accordingly.

## Scope of Work

The URC requests consultation from the UCEDD network to address two needs related to the 2020 implementation of step 1 of the proposed process: up to ten (10) prospective implementors and a single (1) process facilitator.

### *Prospective Implementors*

The prospective implementors will be representatives of UCEDDs that are interested in informing and receiving technical assistance to implement the ED&I Action Plan and incorporate aspects into their 5-year core grant applications or in revisions to their current 5-year plans. These UCEDDs will be identified based on interest and capacity to participate, will form a workgroup led by a subcontracted experienced objective facilitator, and will collaboratively determine the approach and direction of TA via ED&I implementation groups in future years.

Up to 10 Prospective Implementors will complete the following tasks:

1. Participate in three workgroup meetings in August and September 2020.
2. Be available for limited document review and email consultation throughout August and September
3. Advise the process facilitator about the ED&I priorities and needs within their own and other UCEDDs.
4. Support the process facilitator in implementing needs assessments to identify priority area(s) of focus, level of resources available, and readiness to participate in future ED&I implementation groups.

#### *Process Facilitator*

The process facilitator will be an experienced objective facilitator with expertise in the design and implementation of technical assistance projects.

The Process Facilitator will work closely with AUCD staff to complete the following tasks:

1. Identify no more than 10 prospective implementors who are representative of the range of UCEDD network needs necessary to inform the development of the TA plan.
2. Coordinate and facilitate three workgroup meetings of the prospective implementors.
3. Develop and implement a network needs assessment to identify priority area(s) of focus, level of resources available, and readiness to participate in future ED&I implementation groups.
4. Synthesize the outcomes of the workgroup discussions and network needs assessment into a TA plan for the second step of the national TA initiative, which will include the development and facilitation of ED&I implementation groups who will participate in TA activities to share knowledge, lessons learned, resources, and problem-solving related to implementing action items in the context of the UCEDD 5-year plan. The plan will include details such as the number of UCEDDs who can be supported in future ED&I implementation groups, the costs required for participation, a cost proposal for implementation, and an evaluation protocol for the national TA initiative.

#### Budget

The UCEDD Resource Center allocates \$5,000 for the one (1) process facilitator and \$1,000 each for up to ten (10) prospective implementors to drive step 1 of this effort.

## Interested in providing this consultation?

Please contact Sarah DeMaio ([sdemaio@aucd.org](mailto:sdemaio@aucd.org)) with any questions.

### *Process Facilitator Applicants*

By July 31, 2020, submit a letter of interest (no more than two (2) pages ) that

- details your capacity to serve in this role in August-September 2020 and
- summarizes your background and experience as it relates to group facilitation, TA project design and implementation, and Equity, Diversity and Inclusion.

### *Prospective Implementors Applicants*

By July 31, 2020, submit a letter of interest (no more than two (2) pages) that

- affirms your capacity to participate
- details your decision-making authority within your UCEDD,
- describes your UCEDDs interest in informing and receiving technical assistance to implement the ED&I Action Plan and incorporate aspects into your 5-year core grant applications or in revisions to their current 5-year plans, and
- includes approval from the UCEDD Director.

