REQUEST FOR PROPOSALS

Request for Proposals (RFP) from the WITH Foundation (WITH) and the American Academy of Developmental Medicine and Dentistry (AADMD)

Addressing the Challenges Primary Care Providers experience in serving Adults with Intellectual and Developmental Disabilities during Pandemic and/or Emergency Situations.

SUBMISSION DEADLINE

September 3, 2020
(11:59 p.m. PDT)
EXECUTIVE SUMMARY

Background

The WITH Foundation (WITH) and the American Academy of Developmental Medicine and Dentistry (AADMD) are partnering in an effort to support projects that address the challenges Primary Care Providers experience in serving adults with intellectual and developmental disabilities during pandemic and/or emergency situations. The geographic areas of focus are self-selected by the proposing organization/collaborative partners but must be within the United States. As a result of this RFP, it is anticipated that up to four (4) grant awards will be made.

WITH is a private foundation that promotes comprehensive and accessible healthcare for adults with developmental disabilities. The mission of the AADMD is to improve the quality, outcomes, and value of healthcare for individuals with developmental disabilities and their circle of support.

WITH and the AADMD embrace person-centered innovations and culturally competent care*. We want to see people with intellectual and developmental disabilities, their advocates, healthcare providers, and others smoothly navigate in today’s complex world.

RFP for Pandemic and/or Emergency Response—New Funding Opportunity

This is an invitation for collaborative proposals that focus on projects that address the challenges Primary Care Providers experience in serving adults with intellectual and developmental disabilities during pandemic and/or emergency situations. Proposals should use one of the following approaches:

- Educational materials: Develop additional educational resources related to pandemic and/or emergency response for Primary Care Providers who serve adults with I/DD;
- Implementation: Supports implementation of service delivery models, i.e. projects that support community-based PCPs in providing care to adults with I/DD during pandemic and/or emergency situations;
• Research: Supports regional or national research related to Primary Care Providers who serve adults with I/DD role during pandemic and emergency situations;

A secondary goal of this RFP is to foster new partnerships or significantly enhance existing partnerships between disability organizations, self-advocates, community organizations, and healthcare providers.

Every human being has the right to be treated with dignity and receive culturally competent healthcare, even in times of national and community crisis. Pandemic and emergency response has placed great strain on the U.S. healthcare system. Primary care providers (including dentists) need support in addressing the needs of adults with intellectual and developmental disabilities during pandemic and emergency situations. To foster effective pandemic and emergency responses healthcare professionals and individuals with lived experience of disability should work (in partnership) on the development of additional educational materials, service delivery models, and research. Effective pandemic and emergency responses also must be intentional in addressing racial disparities.

Proposal Elements Required

Proposals should specifically support primary care providers (including dentists) in providing culturally competent care* to adults with intellectual and developmental disabilities during pandemic and/or emergency situations.

Proposals should also address one of the following focus areas:
• Educational materials: Develop additional educational resources related to pandemic and/or emergency response for Primary Care Providers who serve adults with I/DD;
• Implementation: Supports implementation of service delivery models, i.e. projects that support community-based PCPs in providing care to adults with I/DD during pandemic and/or emergency situations;
• Research: Supports regional or national research related to Primary Care Providers who serve adults with I/DD role during pandemic and emergency situations;

This RFP encourages the development of new partnerships between community, healthcare, disability, and/or UCEDD and LEND programs. If the proposed project includes organizations that have an established/existing partnership(s),
the proposed project should include significant and new efforts undertaken by the partnership and/or new partners joining the existing collaborative efforts.

Applicants are asked to self-select their geographical area of focus (which must be within the United States). In the event that a collaborative proposal is submitted, a lead organization must be selected (by the applicant) for the proposed project. The lead organization is responsible for executing MOUs between themselves and the collaborating organizations. Copies of the MOUs must be provided in the “Letters of Support” section of the application.

Additional elements to address in the proposals include:

a. Self-Advocates: All project plans must include partnering with Self-Advocates throughout the grant period. Input and participation from Self-Advocates are required. For the purpose of this RFP, self-advocacy is defined as “an adult with an intellectual and/or developmental disability advocating for themselves about the rights and responsibilities in their life, their community”. Strong proposals should include self-advocates being involved in the design process of the proposed project and/or serving as paid staff (or advisors) for the project.

b. Cultural competency*: Cultural competency should also be emphasized throughout the planning and implementation process to ensure the incorporation of best practices. This would include ethnic, racial identity, cultural, linguistic, as well as other ways of understanding and communicating important information to one another (including the use of augmentative and alternative communication*).

c. Target population: The target population to benefit from this funding opportunity is Primary Care Providers (including dentists) who serve adults with I/DD who are 18+ years old.

d. Target audiences: The target audiences can include, but are not limited to; 1) physicians and dentists (including students and residents); 2) nurses and nurse practitioners; 3) physician assistants; 4) medical assistants; 5) allied health professionals; 6) self- advocates/advocates; 7) family members/guardians 8) social workers/case managers; 9) front desk, clerical, and clinical staff; 10) healthcare administrators; 11) emergency preparedness specialists; and 12) other relevant individuals who provide caregiving and/or decision-making authority.
Suggested Applicants

1. University Centers for Excellence in Developmental Disabilities (UCEDD)
2. Leadership Education in Neurodevelopmental and Related Disabilities (LEND) Programs
3. Other Not-for-Profits 501(c)(3) - Healthcare, Community, and Disability organizations.

Budget

A detailed budget will be required. Specifications are outlined in the project budget section.

Award of Grant

Grants of up to $50,000 (each) for a 1-year period will be awarded. Please read the information provided below before submitting your proposal. Additional information will be posted on the foundation’s website at withfoundation.org.
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A. OVERVIEW

The WITH Foundation (WITH) and the American Academy of Developmental Medicine and Dentistry (AADMD) are partnering in an effort to support the development of additional educational materials, implementation models, and/or research that addresses the challenges primary care providers experience in serving adults with intellectual and developmental disabilities during pandemic and/or emergency situations.

This RFP is intended to support projects for a period of one (1) year. This RFP also seeks to encourage the development of new partnerships between community, healthcare, disability, and/or UCEDD and LEND programs. If the proposed project includes organizations that have an established/existing partnership(s) then the proposed project should include significant and new efforts undertaken by the partnership and/or new partners joining the existing collaborative efforts.

The geographic areas of focus for this RFP are self-selected by the proposing organization/collaborative partners but must be within the United States. As a result of this RFP, it is anticipated that up to four (4) grant awards will be made. Each grant award will be up to $50,000.

B. PROGRAM DESCRIPTION

A program’s goals and objectives should also address one of the following areas:

- Educational materials: Develop additional educational resources related to pandemic and/or emergency response for Primary Care Providers who serve adults with I/DD;
- Implementation: Supports implementation of service delivery models, i.e. projects that support community-based PCPs in providing care to adults with I/DD during pandemic and/or emergency situations;
- Research: Supports regional or national research related to Primary Care Providers who serve adults with I/DD role during pandemic and emergency situations;

For Educational materials — proposals must include learning goals and objectives. An approximate time commitment for learners (in terms of hours) should be included. If similar materials already exist, information on if/how these materials would be enhanced (when compared to similar versions) should be
included. An in-depth description of the design components listed here should be included:

- Educational Materials – videos, webinars, articles, textbooks, online training, podcasts, electronic applications, etc.) Of note—the timeline for the creation of these materials must be realistically achievable in a 12-month project term.

- Development Methodologies – utilizing evidence-based practices and input from self-advocates in working with I/DD populations (i.e. having adults with I/DD co-develop the materials).

For Implementation - proposals must include information on the service delivery model being used (and whether or where the model has been implemented before in pandemic or emergency response), demographics of the IDD population receiving services at the location(s), and information on the assessment of the proposed project (participant and provider surveys, evaluations, etc.)

For research - proposals should include information on the specific questions the research would address, the target audience for the research, information on the geographic focus of the research efforts, information on research methods that would be used including explanations of sampling and planned procedures, as well as a description of how self-advocates are involved in the design and implementation of the research.

C. PROGRAM DETAILS

Eligible Organizations

UCEDD and/or LEND programs and other Not-for-Profits 501(c)(3) - Healthcare, Community, and/or Disability not-for-profits are eligible to apply. Proposals submitted as a collaborative project or partnerships among multiple entities are welcome. The role of each entity must be clearly defined in the proposal. In the event that a collaborative project is submitted, a lead organization must be selected (by the applicant) for the proposed project. The lead organization is responsible for executing MOUs between themselves and the collaborating organizations. Copies of the MOUs must be provided in the “Letters of Support” section of the application.
Grant Period

The 1-year grant period is expected to begin by March 1, 2021.

Reporting Requirements

The reporting requirements and deadlines will be clearly stated in the grant agreement. The final report must be submitted via the online grant management portal and will include a financial accounting and narrative summary describing the outcomes of the grant-funded activities.

D. INSTRUCTIONS FOR GRANT PROPOSALS

Completed proposals must be submitted online at withfoundation.org. A federal tax identification number must be entered to begin the online submission process. To begin the submission process go to the grant management portal account sign in page which can be found under the “Grant Information” tab then select “Login”. Once you have logged-in or created your account, the RFP application can be accessed by clicking on the “Apply” button in the blue text box on the left of the page. Then proceed by putting the required information in the designated field(s). An explanation and character count restrictions will be defined within each field.

E. PROJECT BUDGET

- Submit a detailed 1-page budget. The total proposed budget may not exceed the maximum award amount of $50,000 total for the grant period.
- Project Budget Narrative
- Budgets should include, but are not limited to, the following line items along with a budget narrative:
  - Personnel
  - Meetings and Events
  - Travel
  - Supplies and Equipment
  - Administrative Support/Indirect Costs (not to exceed 20% of the project budget)
  - Other
- The budget should have a column that shows the cost of the total project budget by line item and a column for the amount requested from WITH by line item with corresponding totals at the bottom of each column.
F. Deadlines and Submission Process

- Proposal Deadline: Proposals must be submitted online by **September 3, 2020** by 11:59 p.m. PDT.
- Submission Process: All proposals must be submitted online via WITH’s grant management portal at: withfoundation.org
- Notifications and Release of Funds: Public notice of awards will occur on **February 4, 2021** and grant funds will be released prior to **March 1, 2021**. The release of funds will be made contingent upon receipt of the signed grant agreement and a signed W-9.

Applicants will receive an email notification within three working days that the proposal was received. For inquiries about the RFP and assistance with the online submission process, please contact WITH Foundation staff at info@withfoundation.org.

Questions and answers that may be relevant will be posted on the WITH Foundation’s website. Check the website for updated information.

Technical Assistance Call

A conference call will be held on **Tuesday, August 4, 2020 at 1pm PDT/4pm ET** to answer any questions pertaining to the project design and/or the application process. In order to attend this call, please register in advance at: [https://us02web.zoom.us/meeting/register/tZIofuCurj8sG9VTFQz8KEFkquNLouC8W1Ze](https://us02web.zoom.us/meeting/register/tZIofuCurj8sG9VTFQz8KEFkquNLouC8W1Ze)

The call will not be recorded. However, a summary of the Q&As discussed during the call will be provided on WITH’s website at: [withfoundation.org/current-grant-cycle/](http://www.withfoundation.org/current-grant-cycle/). The Q&A summary will be available online by **August 13, 2020**.
Glossary of terms

Self-Advocacy: means speaking up for yourself about the rights and responsibilities in your life. Refer to this link for further explanation provided by The ARC New Mexico: www.arcnm.org/how-we-help/self-advocacy/.

Culturally Competent care: is defined as care that respects diversity in the patient population and cultural factors that can affect health and healthcare, such as language, communication styles, beliefs, attitudes, and behaviors. Further, it includes other marginalized population groups who may be ethnically and racially similar to a provider but who are at risk for stigmatization or discrimination, are different in other identities, or have differences in healthcare needs that result in health disparities. (Agency for Healthcare Research and Quality, Evidence-based Practice Center Systematic Review Protocol, “Improving Cultural Competence to Reduce Health Disparities for Priority Populations”).

Augmentative and alternative communication (AAC): includes all of the ways we share our ideas and feelings without talking. There are two main types of AAC: (1) unaided systems and (2) aided systems.

1. **Unaided Systems:** You do not need anything but your own body, e.g., using gestures, body language, facial expressions, and sign language.

2. **Aided Systems:** Uses some sort of tool or device, ranging from pen and paper or pointing to letters, words, or pictures on a board (basic aided systems) to selecting letters or pictures on a computer screen that speaks for you (high-tech aided system).

Most people who use AAC use a combination of AAC types to communicate. https://www.asha.org/public/speech/disorders/AAC/