



## **Interagency Outreach Training Initiative (IOTI) Request for Proposals**

**Project Period:** July 1, 2019- June 30, 2022

*Please read this Request for Proposal (RFP) carefully as several fundamental changes to the IOTI proposal process have been made this year.*

### **Award Information**

**Due Date for Applications:** April 15, 2019 by 5 p.m.

**Notification of Award:** June 1, 2019.

**Project Start Date:** July 1, 2019

**Project End Date:** June 30, 2022

**Expected Number of Awards:** 3

**Estimated Total Funding per Project:** Up to \$300,000 over a 3-year project period

- **Award Ceiling:** \$100,000 per yearly budget period
- **Award Floor:** \$75,000 per yearly budget period

### **Background and Authority**

The Interagency Outreach Training Initiative (IOTI) is a collaborative effort between the Utah State University Center for Persons with Disabilities (CPD) and the Utah Coordinating Council for Persons with Disabilities (CCPD). This partnership was established by the Utah State Legislature in 1995. In 1995 (HB 234) and 1996 (HB 107) Utah State Legislature appropriated ongoing funds to Utah State University's Center for Persons with Disabilities to support an Interdisciplinary Outreach Training Initiative (IOTI). The IOTI's purpose is to support training that responds to needs identified through a statewide needs assessment conducted by the USU Center for Persons with Disabilities.

Every 5 years the CPD engages in a yearlong collaborative planning study to identify statewide needs facing people with disabilities and their families. The statewide needs assessment and planning process is guided by the CPD's Consumer Advisory Council (CAC), with input from the Utah Developmental Disabilities Council (UDDC), the Utah Disability Law Center (DLC), State agencies, advocacy organizations, schools, and service providers. Self-advocates from across the state and family members also participate and provide feedback throughout the process. Other interested stakeholders and the general public are also given an opportunity to comment on the planning process and resulting work-plan prior to its adoption. The statewide needs assessment results in a five-year work-plan that guides the work of the USU CPD.

Training and professional development activities funded through IOTI grants are expected to fit within the areas of needs identified through the needs assessment process, and address critical gaps in knowledge and skills for paraprofessionals who work directly with people with

disabilities, direct care staff, individuals with a disability, family members of people with disabilities, and/or volunteers. This does not exclude the participation of professional staff, but they cannot be the primary target group for IOTI funding proposals.

IOTI proposals should facilitate coordination of training efforts among disability service agencies and organizations in Utah. Whenever possible the training activities should also benefit participants across the state, including underserved and hard to reach populations including those from culturally and linguistically diverse populations and those living in diverse geographic areas of Utah.

Funding for IOTI projects cannot supplant funds for training responsibilities that are required functions of the agency or organization applying for funding. The following principles guide decisions regarding project funding under the IOTI:

- Evidence of responsiveness to the legislative intent: bridging gaps in training and coordinating training across agencies and organizations of and for people with disabilities and their families.
- A focus on short-term funding (3-year project periods) for specific activities, especially for projects that build training capacity or resolve personnel development gaps in a timely way.
- Project designs that permit an efficient and effective response to emerging training needs and that can be completed in a 3-year project period.
- Evidence that the training can be sustained following the end of the funded IOTI project period.

## **IOTI Training Priorities**

The following training priority areas were identified through a robust and comprehensive statewide needs assessment regarding disability-related service and support needs. Funding proposals should address at least one of these areas of need. Proposals that use innovative delivery mechanisms and take advantage of technology to provide high quality, accessible training are especially encouraged.

- **HEALTH CARE:** Training initiatives to improve the quality of and access to healthcare services for people with disabilities and their families/caregivers. Proposals that specifically provide training to improve health and wellness outcomes for adults with intellectual and developmental disabilities are especially encouraged.
- **MENTAL HEALTH:** Training initiatives to improve the access to and quality of mental health services and supports for people with disabilities and their families/caregivers. Proposals that specifically propose training to build capacity around supporting individuals with dual diagnosis (mental health/illness and intellectual and/or developmental disabilities) are especially encouraged.
- **EMPLOYMENT:** Training initiatives to improve access to, and the availability of, evidenced-based employment related supports and services for people with disabilities and their families/caregivers. Proposals that build capacity around competitive integrated employment or customized employment are especially encouraged.
- **TRANSITION:** Training initiatives to improve the quality and experience of transitions for people with disabilities and their families/caregivers, across the lifespan. Proposals that specifically address transition to postsecondary educational opportunities or other

transition activities that lead to competitive integrated employment are especially encouraged.

- **DIRECT SUPPORT WORKFORCE DEVELOPMENT:** Training initiatives to increase the use of evidence-based practices, improve the capacity of direct support staff, paraprofessionals, and pre-professionals who serve (or are preparing to serve) people with disabilities and their families/caregivers. Proposals that specifically address cultural and linguistic competence in service delivery, or workforce retention are especially encouraged.
- **ACCESSIBILITY:** Training initiatives to increase access to the physical and virtual environment for people with disabilities and their families/caregivers. Proposals that specifically address increasing cognitive accessibility in the development and delivery of training and in training materials are especially encouraged.
- **FIELD INITIATED:** We recognize that other gaps may arise in the training available to address issues of disability services and supports. Applicants may identify an area of critical need not listed, that is currently unmet, and propose a training plan to address it. Field initiated proposals must provide clear evidence to substantiate the identified need, and must describe the methodology used to gather and validate the evidence provided.

## **Guidelines for Proposal Submission**

IOTI funds will be allocated on a 3-year project cycle starting July 1, 2019, to projects that address critical training gaps for Utah's disability community in the areas identified in this Request for Proposal (RFP). Using a blind review process, proposals will be evaluated individually, on their own merits, according to how well they address the criteria set forth in this RFP. An electronic copy of this RFP can be accessed online at the [IOTI website](#). *Proposals that fail to comply with these guidelines or the proposal formatting criteria described below will not be reviewed.*

### **Eligible Applicants**

Public agencies, nonprofits, or private for-profit organizations may apply. Applicant agencies must be legally incorporated in the state of Utah and must be able to furnish proof of Worker's Compensation and other required insurance if necessary.

### **General Requirements and Priority Guidance**

Priority will be given to applications that address the needs of more than one agency or consumer group and have a clear plan to address the needs of underserved geographic areas and populations in the state of Utah. All applicants must provide a clear strategy to proactively address issues of cultural and linguistic diversity in their training. Applicants should discuss how they will ensure that their training delivery, dissemination, and materials are culturally and linguistically appropriate for their intended audience (see: "[Creating Materials and Approaches to Training that are Culturally and Linguistically Appropriate for the Intended Audience](#)"). Applicants should also articulate how they will ensure that training materials, delivery, and dissemination methods will meet the most current ADA guidelines for accessibility. The project must ensure that all products are accessible including Word documents, PowerPoint, videos, PDF, and/or Excel. Information and training on accessibility is available at the [WebAIM website](#).

### **Submission Requirements**

Responding to this RFP is a **single-step process**. Eligible applicants are invited to submit a full project proposal addressing the criteria below. The full proposal (unbound and suitable for duplication) **must be RECEIVED (via email, Fax or hand delivered) by 5:00PM on or before**

**April 15, 2019.** Full proposals may be emailed as an attachment in Microsoft Word or PDF format to sharon.weston@usu.edu or faxed to 435-797-3944. Please note that proposals submitted electronically will be printed in the format received. IOTI staff will not be responsible for reformatting attachments in any way. Full proposals submitted by surface mail must be postmarked on or before the due date and be addressed to Sharon Weston, IOTI Staff Assistant, Center for Persons with Disabilities, Utah State University, 6808 Old Main Hill, Logan, UT 84322-6808. Applicants are responsible for ensuring that full proposals are submitted well in advance of the due date. Proposals received after 5 pm on the due date or postmarked after the due date will be classified as late and will not be considered in the current competition. All supporting materials, such as the letters of support, must also be received or postmarked by the due date.

### **Review and Selection Process**

All proposals will be reviewed by USU staff to ensure compliance with the basic formatting guidelines in this RFP. Proposals that meet the basic application guidelines will be evaluated and scored by an independent review panel. Each panel will be comprised of three reviewers who are familiar with disability issues in Utah, the development and delivery of training programs, and program evaluation. Reviewers will be selected from non-profit organizations, academic institutions, state and local disability agencies, and the community at large. Reviewers will be assigned to proposals based upon content alignment and expertise. Each proposal will be evaluated using an objective, criterion referenced review process. Reviewers will evaluate each proposal strictly on the merits of the project proposal related to the criteria listed below:

### **IOTI Proposal Review Criteria**

**Abstract:** This should be a short summary of your proposal, and should describe the need, goals, and proposed outcomes outlined in the proposal.

**Statement of Need (15 points):** This should be a concise rationale for the proposed training initiative. This section should include a clear statement of the need and the appropriate data/evidence to illustrate the need. This section should also articulate how the proposed training will directly address this need. Please spell out all acronyms and briefly explain any terms or concepts that may be narrowly defined in your professional field.

**Training Goals & Objectives (15 points):** Project goals and objectives must relate to and address the described training needs presented in the Statement of Need. They should describe the nature and structure of the proposed training, population to be trained, the number of trainees, the geographical location of trainees, and the expected outcomes of the training. Goals, objectives, and outcomes should be clearly articulated and delineated by project year for the entire 3-year duration of the proposed project.

**Work Plan (35 points):** The work plan should describe the project activities, staff, timelines, materials/curricula, and training delivery method(s). Project activities should be clearly tied to the overall goals and objectives for the project. This section should also provide evidence of the validity of materials/curricula to be used, and the efficacy of procedures for training delivery. Innovative methods, especially those that employ accessible digital media, are encouraged. The activities should describe involvement of people with disabilities family members of people with disabilities, and collaborating agencies in planning, conducting, and evaluating the proposed training. Cooperative arrangements between the applicant and other participating organizations should be described and letters documenting these arrangements should be included as an appendix to the application. The work plan should present a logical sequence of

activities, project staff who will conduct the activities, and activity timelines across the entire 3-year project period. A timeline specifying activities, persons responsible, person-days to be devoted to each activity, and completion dates should be included (see template in Attachment B).

**Evaluation Plan (15 points):** The evaluation plan should describe both process and outcome evaluation methods. Process evaluation should explain how the project will monitor and ensure that the goals, objectives, and activities described in the work plan are completed in a timely fashion. The outcome evaluation methods should specify what data will be collected to document the outcomes that result from the training. The proposal should describe how the data will be collected, analyzed, and reported. Process and outcomes evaluation data must be included in the required 6-month, 12-month, 18-month, 24-month, and 30-month progress reports and a comprehensive final report due at the conclusion of the project. See the sample Evaluation Plan Matrix included in Attachment C.

**Capability of the Applicant (10 points):** This section should present information on the qualifications of the applicant organization and the staff who will manage the project and conduct the training. Qualifications include past organizational experience in conducting similar training, as well as the project staffs' education and experience. The proposal must provide evidence that the applicant is legally incorporated and has the appropriate liability insurance.

**Budget and Budget Narrative (10 points):** Applicants should develop a comprehensive line-item budget for the 3-year project period using the following major categories, as needed:

- Personnel
- Benefits
- In-State Travel
- Supplies and Materials
- Subcontracts
- Other

The line-item budget must show the funds being requested from IOTI for each of the fiscal years covered by the 3-year project period (i.e., FY1 July 1, 2019-June 30, 2020; FY2 July 1, 2020-June 30, 2021; FY3 July 1, 2021-June 30, 2022). IOTI funds are to be used to support costs associated with the development and delivery of training. The budget narrative should describe how and why the funds from each line item support the project's goals, objectives, and activities. Funding for IOTI is derived from state resources, and indirect costs (administrative or overhead costs) are not an allowable program budget item. Indirect costs may be included as an in-kind contribution. The budget may also describe any funds being contributed as matching funds by the applicant or from other sources. Matching funds are desirable but not required.

Funding for IOTI projects is not intended to supplant or replace agency or organization budgets to meet their mandated responsibilities. The following costs are NOT allowable under IOTI funding guidelines: rental costs; purchase of computers and office equipment; out-of-state travel; food (except when provided as part of a training event); alcoholic beverages; entertainment costs; lobbying; legal costs; memberships and/or dues for civic, community or professional organizations; losses or cost overruns on other grants and/or contracts; goods and services for personal use; fines and penalties.

## **IOTI Proposal Checklist**

- COVER SHEET:** A completed, and signed Proposal Coversheet (See Attachment A).
  
- ABSTRACT:** The abstract should be on a separate page from the rest of the application, and is limited to 250 words and may be single spaced.
  
- NARRATIVE:** The proposal narrative must not exceed 15 pages. It must be double-spaced using a 12-point font (e.g., Arial, Cambria, Times New Roman), single-sided, on 8.5" x 11" paper with at least 1" margins. Text contained within tables may be single spaced. All required information, with the exception of the abstract and the budget, must be contained within the 15-page narrative and may **not** be appended. Explain acronyms and, if necessary, append a description of licensure, certification requirements, or professional standards to be addressed by the proposed training. The narrative should include the following sections:
  - Statement of Need
  - Training Goals & Objectives
  - Work Plan
  - Evaluation Plan
  - Capability of the Applicant
  
- BUDGET:** A comprehensive, line-item budget for 3 years, along with a narrative budget justification
  
- APPENDIX:** Appendix materials are limited to 10 pages and should include letters of support that document agreements with other agencies and organizations to collaborate (e.g., to participate in training) and abbreviated (2-page maximum) resumes. Do not include stories, individual tests, or rating forms.

***Notification of awards will be made by June 1, 2019.***

## ATTACHMENT A: IOTI Proposal Cover Sheet

### Interagency Outreach Training Initiative (IOTI) Proposal Cover Sheet FY 2019-2022 Competition

<b>Date:</b>	<b>Submitted by:</b>
<b>Name of contact person</b>	<b>Address (Street, City, State, Zip)</b>
<b>Telephone</b>	<b>Email address</b>
<b>Descriptive Title of Proposed Training:</b>	
<p><b>Training Category (check one category)</b></p> <p><input type="checkbox"/> Health Care</p> <p><input type="checkbox"/> Mental Health</p> <p><input type="checkbox"/> Employment</p> <p><input type="checkbox"/> Transition</p> <p><input type="checkbox"/> Direct Service Workforce Development</p> <p><input type="checkbox"/> Accessibility</p> <p><input type="checkbox"/> Field Initiated</p>	<p><b>Target Training Audience (check all that apply)</b></p> <p><input type="checkbox"/> Paraprofessionals/direct service staff</p> <p><input type="checkbox"/> Individuals with disabilities</p> <p><input type="checkbox"/> Families/Care Providers</p> <p><input type="checkbox"/> Volunteers</p>
<b>Total IOTI Funds Requested:</b>	<b>Estimated number of individuals to be trained:</b>
<b>Typed name of Authorized Representative:</b>	<b>TITLE:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>

## ATTACHMENT B: IOTI Work Plan Template

This template is an example of a basic work plan. Please feel free to modify and adapt this template to meet the needs of your proposed project.

<b>Goal:</b>			
<b>Objective 1:</b>			
<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Outcomes</b>
<b>Objective 2:</b>			
<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Outcomes</b>
<b>Objective 3:</b>			
<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Outcomes</b>

## ATTACHMENT C: IOTI Evaluation Plan Matrix Template

This template is an example of a basic evaluation matrix. The bullet points below provide guidance on how to think through the evaluation process for your project. Please feel free to modify and adapt this template to meet the needs of your proposed project.

- List expected project outcome measures (what is the expected result of the projects objectives). The outcomes measures should be reasonable and realistic, and based on information that will help you to best assess the impact and efficacy of your project. You will be required to report on progress towards your outcomes when completing quarterly, annual, and final reports.
- Effective outcomes will answer the following questions. (1) What will change? (2) How many will change? (3) What is the magnitude of change? (4) What type of change will take place? (5) When will the change take place?

<b>Outcome</b>	<b>Indicator(s):</b> Specific items of data that are collected and tracked to measure how well a program is achieving an outcome	<b>Data Source:</b> Identify the specific target population who will respond	<b>Data Collection Method:</b> Collection of data at specific points in time, sources, and process e.g., pre/post survey or test for knowledge, follow-up interview regarding implementation, Likert rating scales.
<b>Example Outcome:</b> Parents will have increased knowledge of available services and supports in their community.	<b>Example Indicator</b> Percent of parents who are able to identify and how to access at least 2 new services or supports at the end of the training.	<b>Example Data Source</b> Parents/caregivers attending training.	<b>Example Data Collection Method</b> Post training survey
(Enter your data into this and subsequent rows)			