



Request for Applications
Increasing Disability Inclusion in the MAPP Process
Applications due August 7th, 2020 by 11:59pm EST

Background

The National Association of County and City Health Officials (NACCHO) is the voice of nearly 3,000 local health departments (LHDs) across the country. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of challenges facing communities.

In February 2019, NACCHO's Health and Disability Program launched the [Mobilizing for Action through Planning and Partnerships \(MAPP\) Resource Guide for Disability Inclusion](#). The purpose of this resource guide is to provide guidance on how the MAPP process can be inclusive of people with disabilities. The guide gives health departments the tools and resources to actively engage people with disabilities and the agencies that serve them in the MAPP process, particularly for inclusion efforts to support community health assessments and development of community health improvement plans. This resource guide was generously supported by funds made available by [The National Center for Health, Physical Activity, and Disability](#) (NCHPAD). NCHPAD is a *National Center on Health Promotion for People with Disabilities* funded by the CDC's National Center on Birth Defects and Developmental Disabilities. NCHPAD works to improve the health, wellness, and quality of life of people with disability.

Funding Overview

With support from NCHPAD, NACCHO is pleased to announce an open funding opportunity for local health departments to include people with disabilities in their community health assessment (CHA) and/or community health improvement plan (CHIP) efforts using the MAPP framework and the *MAPP Resource Guide for Disability Inclusion*. The purpose is to ensure that data is collected and used to inform strategic priorities and place-based programs and services that support the health of people with disabilities. NACCHO and NCHPAD will provide tools and resources, technical assistance, and subject matter expertise throughout the project period.

NACCHO will make up to two (2) awards available to local health departments with awards up to \$10,000 each. Application must be submitted via email to slyons@naccho.org no later than Friday, August 7th, 2020 at 11:59PM ET.

NOTE: NACCHO will host one (1) optional webinar for interested applicants on **Monday, July 6th, 2020 at 2:30pm ET**. To register for the webinar, click [here](#). The purpose of the webinar is to discuss this funding opportunity and respond to any questions. Please note that no new information will be shared during the webinar; as such, applicants need not wait for this optional call in order to begin or submit the

application. The webinar will be recorded, sent out to all registrants, and will be posted on NACCHO's website.

NACCHO understands that many public health activities have been modified due to the COVID-19 pandemic. This project will support local health departments to complete the required activities virtually. NACCHO will provide assistance and guidance with virtual community engagement activities that are accessible to people with disabilities.

All necessary information regarding the project and application process may be found in the Request for Application (RFA). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing slyons@naccho.org.

Eligibility and Contract Terms

This is an open application to local health departments who are planning their latest community health assessment and/or community health improvement plan using the MAPP strategic framework. Applicants must have completed at least 1 MAPP cycle in order to be eligible.

Applicants must also demonstrate involvement of local disability representatives. This should include partnership with at least one disability service organization that serves/advocates for people with disabilities (e.g. Independent Living Centers, cross-disability or disability-specific service organizations). Additionally, people with disabilities should be included throughout the six phases of the MAPP process.

Selected LHDs will enter into a contract with NACCHO to complete the deliverable(s) specified in the application. Due to the relatively short timeframe of the project, agreement to contract with NACCHO under its standard contract terms and conditions is a requirement for selected sites. Refer to application for contract terms language. **No modifications to the terms or contract language will be made.** **Applicants that cannot agree to this provision should not apply for this initiative.** In addition, selected sites should be able to return a signed contract to NACCHO within approximately 30 calendar days of receiving it (estimated end of September 2020) and will be asked to verify this in the application.

NACCHO will pay each selected contractor payments in exchange for completion of the assigned scope of work and accepted deliverables. NACCHO will provide two payment schedules of \$5,000 each (\$10,000 total) upon receipt of completed deliverables.

Project Deliverables and Expectations

From September 2020 through March 2021, grantees will be funded to advance disability inclusion in their community health assessment and community health improvement plan using the MAPP framework. Grantees will be expected to:

Project Deliverables for First Invoice Period:

- Designate a Team Lead to serve as a primary point-of-contact for NACCHO throughout the project process (September 2020).
- Participate in a kick-off call with NACCHO and NCHPAD in September 2020 (exact date TBD).
- Complete required trainings, including [NACCHO's Health and Disability 101](#) online training and the webinar recording [Including People with Disabilities in the MAPP Process](#) (October 2020).

- Participate in 2 (total of 3) one-on-one technical assistance calls led by NACCHO to provide guidance on including people with disabilities throughout the MAPP process (October 2020-March 2021).

Project Deliverables for Second Invoice Period:

- Participate in 1 additional (total of 3) one-on-one technical assistance calls (January-March 2020)
- Report project metrics throughout the project period.
- Participate in close-out webinar (March 2021).
- Complete project evaluation survey and short key informant interview (March 2021)
- Participate in creation of success story with support from NACCHO (March 2021).

Selection Criteria

Applications will be reviewed by NACCHO and NCHPAD based on the following criteria:

- Organizational capacity (25 points): LHD has capacity and experience in using the MAPP process as a framework to complete community health assessments and community health improvement plans. LHD must have completed 1 MAPP cycle to be eligible.
- Readiness to Implement (25 points): LHD is currently planning or is conducting their latest community health assessment and/or community health improvement plan.
- Partnerships (25 points): LHD has a history of partnerships with disability organizations within their jurisdiction.
- Statement of Need (25 points): LHD explains how this opportunity will advance disability inclusion within their latest community health assessment and community health improvement plan process.
- Completeness in answering the questions
- Letter(s) of Support from disability organization partner
- Demonstration of overall commitment to the project
- Submission of all required information and documents

Funding will be provided to local health departments who demonstrate a readiness to increase inclusion of people with disabilities throughout the MAPP process as determined through the selection criteria. Successful applicants will identify their experience in the MAPP framework and how increasing inclusion of people with disabilities will improve the community's health.

NACCHO reserves the right to select awardees based on strategy selection, geographic preference or random selection in the event that there is a high volume of applicants.

Timeline

Please note the following deadlines and events for this application:

Event	Date
Launch RFA	June 26 th , 2020
Informational Webinar	July 6 th , 2020 at 2:30pm ET
Application Period Closes	August 7 th , 2020 11:59PM ET
Award Notification	Week of August 24 th , 2020
Kick-off Webinar	September 2020 (Exact date TBD)
One-on-one Technical Assistance Calls	September 2020 through March 2021
Close out Webinar	March 2021
Development of project success story	March 2021

Submission Instructions

Review the requirements and expectations outlined in the RFA and in the application. Submit the application form as a Word document. The proposal components of the application form must not exceed the indicated word limit. Applications must include the RFA Application form, budget request, and at least one letter of support from a partner organization that serves people with disabilities in the applicant's jurisdiction. Application forms submitted without the accompanying letter of support will NOT be reviewed. **Application form, letter(s) of support, budget narrative, agency's W-9, vendor information form, and certification of non-debarment** should be sent to slyons@naccho.org.

Final response to this RFA should be submitted by **August 7th, 2020 at 11:59PM ET**. Responses submitted after this deadline will not be considered.

Resources

NACCHO's Health and Disability Program: <https://www.naccho.org/programs/community-health/disability>

MAPP Resource Guide for Disability Inclusion: <https://essentialelements.naccho.org/archives/13045>

Webinar Recording: Including People with Disabilities in the MAPP Process: <http://essentialelements.naccho.org/archives/14431>

NCHPAD Inclusive Health Coalition: <https://www.nchpad.org/1149/5665/Inclusive~Health~Coalition~Initiative>

Commit to Inclusion: <http://committoinclusion.org/>

Questions about request for application and application can be directed to:

Sara Lyons, MPH
Program Analyst, Health and Disability
(202)-507-4237
slyons@naccho.org

Jennifer Li
Senior Advisor
(202) 507-4242
jli@naccho.org

Increasing Disability Inclusion in the MAPP Process Application Questions

Please fill out the application in its entirety. Responses are limited to the word limit to each response. In addition, **applicants will need to submit at least one letter of support from a disability organization partner.** Application form, letter(s) of support, budget narrative, agency's W-9, vendor information form, and certification of non-debarment should be e-mailed to slyons@naccho.org by August 7th, 2020 at 11:59PM ET.

Applicant/Project Lead Contact Information

Full Name (Project Lead):
Position Title:
Local Health Department:
Title:
Email:
Phone:
City, State, Zip Code:

Question 1: Organizational Capacity (25 points)

Please describe your agency's experience using the MAPP framework to conduct community health assessments and community health improvement planning. Response may include when your agency first started using MAPP and what lessons have been learned to inform your current cycle. (500 word limit)

Question 2: Readiness to Implement (25 points)

Please describe your current MAPP efforts, including which [Phase\(s\)](#) you are working on and what cycle (e.g. is this the first time going through the MAPP process, second, third). Please also describe any current activities or assets that may enhance your agency's ability to achieve the stated project requirements and expectations. Include facilitators such as funding, leadership support, or in-house expertise that may support the effort. (500 word limit)

Question 3: Partnerships (25 points)

Describe your agency's past and/or current partnerships with organizations that serve people with disabilities in your jurisdiction. Also describe how these partnerships can be leveraged to increase inclusion of people with disabilities in your agency's latest community health assessment and community health improvement plan. (500 word limit)

Question 4: Statement of Need (25 points)

Provide a statement of need describing why your agency wants to pursue this project and the vision for how the opportunity will advance disability inclusion within your latest community health assessment and community health improvement plan process. Responses should include current demographic information about people with disabilities within your jurisdiction and how the MAPP process can have an impact among this population. (500 word limit)

Budget Request: Complete instructions and sample budget narrative are available in the application document.

Required: Complete and submit the [Vendor Information Form](#)

Required: Complete and submit the [Certification of Non-Debarment](#)

Required: Submit a [W-9](#)