



Notice of Opportunity to Apply to Host an Olmstead Community Listening Session

Rhode Island Executive Office of Health and Human Services (EOHHS) and planning partner, JSI Research and Training Institute, Inc. (JSI)

By becoming an Olmstead community listening session (CLS) host, you will make a difference in your community to help reduce segregation of people with disabilities.

Date of Application Release: October 31, 2024

Application Due Date: November 14, 2024

Funding Source	JSI Research & Training Institute, Inc. (JSI) <i>Funding is made available to JSI via the Rhode Island Executive Office of Health and Human Services (EOHHS).</i>
Target Number of Awards	15
Project Period	December 2, 2024 - January 10, 2025
Anticipated Total Project Funding	\$150,000.00
Maximum Individual Award Amounts	\$10,000.00
Eligible Applicants	Organizations serving Rhode Islanders covered under the Olmstead Ruling and partners statewide.
Application Release Date	October 31, 2024 Application is developed in English and responses will be collected in English. Complete the application questions online through this link: https://survey.jsi.com/s3/a8a2422648f4
Questions Timeline	Questions will be accepted by email to Ann Marie Rakovic at JSI, arakovic@jsi.com , through November 13, 2024 at 5pm EST. Use Olmstead Application Question in email subject.

Application Due Date	Online submission due by November 14, 2024 by 5pm EST. Applicants are encouraged to apply early.
Estimated Notification of Award	December 2, 2024
Invoices due	Final invoice no later than January 10, 2025

Part 1. Overview Information

OLMSTEAD RULING IN RHODE ISLAND:

Olmstead is a U.S. Supreme Court ruling. It found that segregation of people with disabilities is discrimination under the Americans with Disabilities Act (ADA). An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

EOHHS' first priority is to comply with the Olmstead Ruling by developing a plan with the community that works "for moving people out of more restrictive settings into the community." In Rhode Island, our goal is to ensure the initial plan, as well as future editions, prevents unnecessary institutionalization.

ABOUT THE PROJECT:

Rhode Island is developing an Olmstead Plan to ensure that there are supports in place for individuals with disabilities to live, work and receive services in the least restrictive setting permitted by their disabilities and based on their choice.

The Rhode Island (RI) Executive Office of Health and Human Services (EOHHS) and its Olmstead planning partner, JSI Research and Training Institute, Inc. (JSI), are recruiting up to 15 community partners to plan and host an accessible community listening session during the period December 2, 2024 through January 10, 2025. The goal of this initiative is to help inform the development of the RI Olmstead plan by learning about the needs and priorities of people with disabilities, their families and the organizations that serve them. Selected partners will be compensated \$10,000 for their time, to cover costs for the successful completion of a listening session and to assist with data collection.

WHO CAN APPLY:

Organizations serving Rhode Islanders covered under the Olmstead Ruling (see Priority Populations section) from all areas of Rhode Island can apply to host a listening session. For more information about the Olmstead planning process visit the EOHHS RI Olmstead planning page (<https://eohhs.ri.gov/Olmstead-Planning>).

SELECTION CRITERIA:

EOHHS strives to select applicants representing a wide range of organizations that serve a diverse population of people with disabilities that can live and work in the most integrated settings through Olmstead ruling planning. Examples of organizations are those

that provide: community living services, group homes and related residences, nursing home care and assisted living facilities, affordable housing, medical care including acute care hospitals and psychiatric facilities and settings, substance use and mental health services, veteran's services, and criminal justice services including incarceration, probation and parole. This initiative is particularly interested in gathering information from those organizations that serve people with disabilities who are Black, Indigenous, People of Color (BIPOC), and individuals whose primary language is something other than English.

Up to fifteen applicants will be selected. Successful applicants will demonstrate the following:

1. Organization serves Rhode Islanders covered under the Olmstead Ruling and partners statewide.
2. Organization has established relationships with community members covered under the Olmstead ruling and can demonstrate how to successfully engage them in the listening session.
3. Organization has experience with organizing and implementing a community meeting in person and online.
4. Organization has the resources, key staff/constituent volunteers to conduct a community listening session within the established timeframe.
5. Organization proposes a meeting approach and budget that meets the initiative requirements (see Required Activities) on a platform (in-person/online) that supports accessibility for people that have mobility, vision, hearing and cognitive disabilities.

During the selection process, JSI may request a video conference meeting to obtain clarity or ask additional questions about an organization's application.

Part 2. Funding Opportunity Description

STRATEGIC APPROACH:

Meaningful engagement is vital to designing health and human services systems that safeguard specific populations from inequitable community experiences and disparate health outcomes. Olmstead Community Partner Listening Sessions are an integral part of EOHHS' Outreach and Engagement Coordination Plan. The listening sessions aim to achieve these key goals:

1. Establish an engagement opportunity to inform Olmstead plan development.
2. Increase diverse voices with lived experience who can articulate system solutions and challenges.
3. Center consumer needs, behaviors, and experiences in system change recommendations.
4. Improve inclusion of populations often marginalized by or not engaging with EOHHS systems.

PRIORITY POPULATIONS:

Target populations to be engaged for this initiative include isolated as well as high-density communities, BIPOC community members, indigenous people, refugees, mothers, children, and aging individuals, those with all types of disabilities, individuals with mental health and substance use conditions, veterans, those that are justice involved including

recently released incarcerated community members, and people who are unsheltered or homeless. These populations require support to navigate and engage with support systems equitably, and their vulnerability and isolation may increase if unaddressed in planning efforts.

Applicants are encouraged to budget a stipend to support the participation of people with lived experience to actively engage in the listening session discussion.

REQUIRED ACTIVITIES:

Community Partner Deliverables and Requirements

Selected applicants will be required to collaborate with partners, conduct pre-work, implement a listening session, submit meeting documentation and participate in follow-up evaluation activities. The primary tasks of this initiative are as follows:

Collaboration Requirements

1. Participate in periodic online planning meetings with EOHHS, JSI, various workgroups and other planning partners throughout the course of the initiative to discuss:
 - a. Community listening session requirements
 - b. Work plans
 - c. Progress and problem solving
 - d. Meeting documentation and reporting
 - e. Meeting debrief and evaluation
 - f. Recommendations for the Olmstead Plan development
 - g. General initiative feedback and input
2. Provide feedback on the community listening session guide under development by EOHHS, JSI and workgroup partners.
3. Participate in a community listening session evaluation meeting.

Pre-work Requirements

4. Develop a work plan and final budget within 7 days of award:
 - a. A meeting facilitation guide will be provided to all organizations to follow for each community listening session planned.
 - b. Work plan should describe proposed community listening session location and how many in-person and online participants can be accommodated. The aim for the total number of participants is 25-50. Applicants can propose 2 smaller meetings: one for in person and one for online participation if that is preferred to one larger meeting using a hybrid meeting model for in-person and online participation.
 - c. Proposed meeting duration (minimum of 90 minutes of active content from the listening guide).
 - d. Indicate which language(s) meeting(s) will be conducted in and how interpretation and translation of materials will be implemented both in person and online. The goal of the initiative is to ensure that non-English speaking constituents have equal participation opportunities to English speaking constituents.
 - e. Describe participant recruitment activities which must include persons with lived experience from the Olmstead ruling eligible population.
5. Develop a participant meeting registration process for in-person and online options.

6. Secure an in-person accessible meeting location within the meeting timeframe (December 2, 2024 - January 10, 2025) that can accommodate 25-50 participants) and ensure the following:
 - a. In person meetings
 - i. Registration process
 - ii. American Sign Language (ASL) and translation services if needed
 - iii. Large and small group seating options
 - iv. Viewing screen for power point presentation
 - v. Microphones as needed
 - vi. Working handicapped accessible bathrooms
 - b. Online meetings
 - i. Registration process
 - ii. Translation services if needed
 - iii. Closed captioning (CC) and meeting recording
 - iv. Small group breakouts
7. Conduct meeting participant recruitment activities
 - a. Develop participant recruitment plans.
 - b. Develop and disseminate community listening session participant recruitment announcements. Content support will be provided by EOHHS/JSI and can be customized by community partners.
8. Participate in JSI technical assistance opportunities when needed and available.

Meeting Implementation

9. Implement a community listening session(s)
 - a. Provide meeting greeters, small group facilitators, support note taking
 - b. Conduct registration and translation
 - c. Provide refreshments for in-person participants
 - d. Provide stipends for participants with lived experience
10. Support data collection and meeting documentation

Deliverables

1. Develop a work plan within 7 days of award
2. Finalize budget within 7 days of award
3. Conduct listening session(s) by January 10, 2025
4. Submit data and meeting documentation
5. Submit final invoice with supplemental documentation (receipts) by January 10, 2025

Part 3. Application and Submission Information

APPLICATION INSTRUCTIONS:

Applications are due [online](#) by November 14, 2024 by 5pm EST, however organizations are encouraged to apply early. Questions can be directed to Ann Marie Rakovic at JSI: arakovic@jsi.com prior to November 13, 2024 at 5pm EST. Use "Olmstead Application Question" in the email subject line.

Only one application will be accepted per organization. The application is developed in English and responses will be collected in English. Complete the application questions online through this link: <https://survey.jsi.com/s3/a8a2422648f4>.

Application technical support is available if help is needed accessing the online application. Please email arakovic@jsi.com. Use "Help for Online Olmstead Application" in the email subject line.

BUDGET:

Applicants should submit a brief budget narrative and estimated budget for \$10,000 that lists how the award will be allocated by line item, unit cost, quantity and total estimated amount. See sample below. Budgets should include direct costs including accessibility considerations, space rental, ASL and translation services as needed. Applicants are encouraged to include stipends for the participation of participants with lived experience who are actively contributing to the discussion.

SAMPLE COMMUNITY LISTENING SESSION BUDGET			
ITEM DESCRIPTION	UNIT COST	QUANTITY	ESTIMATED AMOUNT
Accessibility, ASL, and Translation Services		As Needed	\$3,000
Lived Experience Stipends for Members	\$50	40	\$2,000
Agency Sponsorship and Advertising		1	\$2,500
Additional Data Collection Services		As Needed	\$1,500
Meeting Supplies, Printing			\$500
Refreshments			\$500
TOTAL			\$10,000

AWARD AND PAYMENT TERMS:

Once an applicant is selected for the award they will be required to complete, and/or sign a number of JSI documents within 7 days which include the following:

- Agency agreement and work plan
- Business Profile Form
- Electronic Funds Transfer (EFT) Form

INVOICING:

No more than \$10,000 will be provided to any one organization. Each invoice must include a brief description of work completed during the time period covered, along with a list and amounts of expenses for reimbursement, as well as appropriate receipts. Organizations may opt to submit one invoice at the end of the project period, or midway through the project and at the project end (two invoices). **All invoices must be received by January 10, 2025 or they cannot be processed for payment.** Once a correctly completed invoice is received by JSI, expected payment is within 30 days. Selected organizations will receive an invoice template that must be signed by the authorized agency signatory.

JSI reserves the right to reject payment if the work does not meet the agreed standards as described by the work plan and agency agreement.

APPLICATION SCORING:

Each application will be scored on a 100-point scale based on the following:

Score Criteria	Explanation	Maximum Points
1. Organization Meets Application Criteria	Applicant is an organization serving Rhode Islanders covered under the Olmstead Ruling and partners statewide.	10
2. Organizational Capacity	Organization's experience with: <ul style="list-style-type: none"> • Facilitating successful in person and online meetings (6 points). • Successfully recruiting Olmstead appropriate meeting participants (7 points). Organization demonstrates: <ul style="list-style-type: none"> • Readiness to complete the proposed work plan outline (6 points). • Demonstrates having the resources, key staff/constituent volunteers to conduct a community listening session within the established timeframe (6 points). 	25
3. Work Plan Outline	Organization demonstrates the ability to implement a community listening session according to stated community partner deliverables and requirements. Outline provides sufficient detail that includes the number of meetings to be held, meeting format and language(s) and demonstrates Olmstead covered population inclusivity.	30
4. Recruitment and Engagement Plan	Organization demonstrates a clear plan to recruit and engage participants for the implementation of community listening sessions.	25
5. Budget	Budget has adequate allocations for implementing a community listening session based on the proposed work plan outline/approach.	10

Complete the application questions online through this link:

<https://survey.jsi.com/s3/a8a2422648f4>.