Request for Letters of Intent

AMCHP announces round two of “Building Emergency Preparedness and Response (EPR) Capacity for Maternal and Infant Health Action Learning Collaborative”, a technical assistance project geared to ensure Title V populations are planned for in the event of an emergency. This project is provided with support from the Centers for Disease Control and Prevention (CDC) Division of Reproductive Health (DRH). Goals of this ALC are to test MCH preparedness checklists created in conjunction with round one states, create an action plan detailing protocol for integrating MCH into the state response plan, and compiling a statewide list of MCH and EPR partners with contact information. States may implement some or all components of the action plan as time permits.

Project Summary
- 11-month project: September 2019 – July 2020
- The project consists of developing an EPR action plan.
- Team should include 5-7 members (including team co-leads) with at least one person with authority to make decisions or implement new programs within MCH.

Purpose
Participation in this ALC will promote cross-state learnings, build state and local collaboration with MCH and EPR partners, and result in the development/adaptation of practical tools and resources. Other benefits to states from participating in the ALC include an in-person action planning meeting, virtual learning and sharing sessions, and resource development.

Teams will participate in:
- Monthly instructional webinars, which will be alternately facilitated by state and national experts, about plan development activities (approximately 10 learning events in the 11-month ALC cycle), and;
- Attend one in-person project meeting in October 2019, location TBD.

Teams can expect full support from AMCHP, including facilitation of the entire process from start to finish. Specific support AMCHP will offer teams includes:
- Technology (conference call lines and online meeting technology) for virtual technical assistance delivery;
- Travel funding four members of the team to attend the in-person project meeting;
- Support facilitating peer relationships and identification of common interests across the cohort;
- Individualized technical assistance to assist in moving forward on the action plan of the ALC; and
- A forum to network, share ideas and problem solve with colleagues nationwide working on EPR capacity for MCH populations.
Teams are expected to:
- Assemble a multidisciplinary team that includes highly recommended members;
- Participate in the monthly instructional webinars and send four team members to the in-person project meeting;
- Submit one brief interim progress report approximately halfway through the ALC (February 2020) to share progress and feedback on the ALC;
- Complete the ALC action plan by month 11 and orally present the plan to all ALC participants at the close of the ALC; and
- Complete a final report on activities, successes, and challenges from the ALC.

Eligibility Requirements
The eligibility requirements are: (1) Support of Title V Director; (2) a team of 5-7 members; (3) designation of co-leads as the primary point of contact between AMCHP and the teams, (4) collaboration with the state’s EPR program/section and MCH partner organizations are highly recommended.

Submission Requirements
The application for this Action Learning Collaborative project is via a Letter of Intent, not to exceed two-pages. The Letter of Intent should include:
- Very brief statement of the proposed project;
- Team roster with contact information (phone and email), including designated co-leads;
- Desired final product and uses for final product; and
- Statement of commitment to the main activities of the partnership listed above.

AMCHP staff members will be available to you for individual Q&A Calls from July 8, 2019 - July 12, 2019; these calls are not required. The verbal commitment is due July 16, 2019, and the written Letter of Intent is due August 2, 2019. Up to seven teams will be accepted into the collaborative.

How to Apply
The application requires a verbal commitment that is due July 16, 2019 and a written Letter of Intent.
- The Letter of Intent must be submitted no later than 5:00 pm EST on August 2, 2019
- The letter of intent should be submitted to Dr. Theresa Chapple-McGruder via email at Tchapple-mcgruder@amchp.org

The primary contact for applications is Dr. Theresa Chapple-McGruder, Associate Director of Workforce and Capacity Building, at AMCHP. Please direct any questions to Theresa by email at Tchapple-mcgruder@amchp.org.