

NOV 12, 2024

# FUNDING OPPORTUNITY

**Developing a Continuing Education  
Resources Repository for Disease  
Intervention Professionals**



CENTER FOR PUBLIC HEALTH  
**WORKFORCE  
DEVELOPMENT**  
— ASPPH

# Table of Contents

- Objectives .....2
- Purpose and Background .....2
- Scope of Work .....3
- Deliverables .....4
- Review Criteria.....4
- Funding .....4
- To Apply .....4
- Notice to Applicants .....5

# FUNDING OPPORTUNITY<sup>1</sup>

**Published:** November 12, 2024

**Funding Amount:** One award up to \$100,000

**Project and Budget Period:** March 1, 2025 – September 29, 2025

**Eligibility:**

This funding opportunity is available to CEPH-accredited schools and programs of public health who are members in good standing of the Association of School and Programs for Public Health Programs (ASPPH).

**Award Mechanism:** ASPPH anticipates making a subaward in support of Cooperative Agreement No. 5 NU50CK000612-04-00, Assistance Listing No. 93.318 awarded by the Centers for Disease Control and Prevention (CDC)'s through Notice of Funding Opportunity (NOFO) number CK20-2003 titled *Improving Clinical and Public Health Outcomes through National Partnerships to Prevent and Control Emerging and Re-Emerging Infectious Disease Threats*.

**Timeline:**

Application Opens	<b>November 12, 2024</b>
Application Questions	<b>November 12, 2024 – December 11, 2024</b>
Intent to Submit Email Deadline (Optional)	<b>December 13, 2024</b>
Application Submission Deadline	<b>January 6, 2025</b>
Review Period	<b>January 9 – 23, 2025</b>
Notice of Selection status	<b>January 27, 2025</b>
Project Period	<b>March 1, 2025 – September 29, 2025</b>

<sup>1</sup> This RFP was updated on 11.20.2024

## Objectives

The purpose of this Request for Proposal (RFP) is to identify a CEPH-accredited, ASPPH-member school or program of public health to collaborate with in support of the CDC's National Disease Intervention Certification Project. The aim is to develop an online, continuing education resources repository for disease intervention (DI) professionals that aligns with professional Core Competencies (currently in development). This educational repository will support DI professionals in their preparation for and maintenance of the Certified in Disease Intervention (CDI) credential. Using the results of the forthcoming Disease Intervention Job Task Analysis, DI professional core competencies, and other existing and/or proposed resources, the subawardee will expand upon an existing gap analysis of free, high-quality educational resources for DI professionals. The subawardee will then use the results of the gap analysis to curate a repository of free and accessible resources available to DI professionals and identify resources that are still needed.

## Purpose and Background

National certification programs help ensure the competence and proficiency of professionals. They can also contribute to increasing workforce capacity and retaining employees. Certification provides a formal mechanism for employees to validate their competence, knowledge, skills, and abilities. It also demonstrates the professional has met and consistently adhered to nationally established standards, ensuring a high level of proficiency and professionalism.

The Centers for Disease Control and Prevention (CDC), in cooperation with the Association for Schools and Programs for Public Health (ASPPH) and the National Board of Public Health Examiners (NBPHE), is supporting the development of a voluntary certification program for DI professionals called Certified in Disease Intervention (CDI). The purpose of the CDI is to improve clinical and public health outcomes through national partnerships to prevent and control emerging and re-emerging infectious disease threats. The project aims to<sup>2</sup>:

- Standardize and validate knowledge, skills, and abilities of DI professionals, increase quality and consistency of service delivery, and support the recruitment and retention of a diverse DI workforce.
- Recruit, train, and retain the DI workforce by strengthening educational pathways to the DI workforce and encourage adoption of the CDI credential.

A disease intervention professional is defined as any public health professional who conducts disease intervention activities, including, but not limited to: person-centered interviews, collection of enhanced surveillance and community assessment data, partner services to include contact tracing, field investigation, directly observed therapy, field specimen collection, field investigation in outbreaks and emergency preparedness, community outreach, collaboration with medical providers, and navigation of healthcare systems to ensure evaluation and treatment of people diagnosed with or potentially exposed to infectious disease.

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<sup>2</sup> 2017 Final Report to the Centers for Disease Control and Prevention (CDC) prepared by the Public Health Accreditation Board (PHAB).

Relevant program areas include sexually transmitted infections (STI), human immunodeficiency virus (HIV), tuberculosis (TB), hepatitis, and other infectious outbreak investigation and emergency preparedness and response.

Implemented by the ASPPH Center for Public Health Workforce Development, the National Disease Intervention Certification Project contributes to the CDC's workforce capacity efforts to improve public health services provided to communities by DI professionals through a high quality, standardized approach.

## Scope of Work

The selected institution will work in consultation with ASPPH and be responsible for completing the following scope of work (SOW). Routine check-in calls and monthly progress reports will be required throughout the project period.

The subawardee will develop and curate relevant educational resources to support DI professionals preparing for the CDI exam and maintaining certification. The resources will be posted on ASPPH's public website, [UniversiDI](#). [UniversiDI](#) will contain information about the CDI exam, exam preparation materials, practice tests, and information about recertification requirements. Additionally, the site will include a continuing education resources repository that DI professionals can use to further their professional development, prepare for the CDI exam, and obtain credits toward recertification. ASPPH is focused on the following outcomes:

1. Identify and collaborate with key national partner organizations to determine existing educational resources and gaps for the DI workforce professional development opportunities.
2. Identify high-quality educational resources for DI professionals to prepare for the CDI exam and use toward recertification efforts, mapped to DI core competencies.
3. Identify high-quality educational resources related to best practices in test taking success.
4. Recommend strategies for maintaining the educational resources repository.

The tasks for the study may include:

1. **Systematic Review:** Conduct a comprehensive review of free, high-quality educational resources available to DI professionals.
2. **Key Informant Interviews:** Interview ASPPH national partner organizations to understand existing educational resources for DI professionals, as well as those in development.
3. **Stakeholder Engagement:** Facilitate/organize focus groups or workshops with DI professionals to determine resources and educational strategies that will best support them in their effort to obtain and maintain the CDI.

## Deliverables

Defined based on proposed workplan.

## Review Criteria

Applications will undergo an objective review. All applications will receive a compliance review for eligibility and completeness by ASPPH Center for Public Health Workforce Development staff. A review panel will evaluate complete, eligible applications in accordance with the criteria below (100 points total):

- **30 points:** Demonstrated understanding of disease intervention practice, training, and certification.
- **30 points:** Demonstrated expertise in identifying and curating educational resources for the public health workforce.
- **30 points:** Demonstrated organizational capacity to complete the project.
- **10 points:** Budget to support proposed work plan and outcomes.

## Funding

All federal grant regulations apply to this funding, including **Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200** as codified by HHS at **45 CFR Part 75** as well as the [CDC General Terms and Conditions for No-Research Awards](#).

Funds may be used for salaries and benefits for staff engaged in the project, supplies, pre-approved project-related travel, and other allowable expenses. Funds may not be used for catering services or meeting meals, equipment, or capital costs over \$5,000.

## To Apply

To apply for this funding opportunity, submit a proposal via email ([grants@aspph.org](mailto:grants@aspph.org)) that includes the following:

1. Application Cover Sheet with the following information:
  - Institution name and address
  - Institution EIN and UEI number
  - Project Director name/address/email/phone #
2. Project Approach, Workplan, and Organizational Capacity - Format requirements are:
  - Maximum of 20 pages, each page numbered
  - One-inch margins
  - 1.5 line spacing
3. Line-item Budget/Budget Justification
  - There is no page limit

- The budget justification must be prepared in the general form, format, and to the level of detail as described in the [CDC Budget Preparation Guidelines](#).

4. Indirect Cost Rate Agreement if requesting IDC

5. Resumes or CVs for all proposed personnel

All files submitted to ASPPH should be in PDF file format. Proposals must be submitted to ASPPH via email at [grants@aspph.org](mailto:grants@aspph.org) no later than 5:00 pm (ET) on **January 6, 2025**.

Please email [grants@aspph.org](mailto:grants@aspph.org) with your intent to submit by 5:00 pm (ET) **December 13, 2024**. Send a brief email identifying the name of the institution, the contact person's name and email, and the name of the project for which you intend to submit an application. This email is not required and non-binding but helps ASPPH plan for the number of reviewers required based on the expected number of proposals.

Questions regarding the project can be sent to [grants@aspph.org](mailto:grants@aspph.org). Technical questions will be forwarded to CDC for response when appropriate. ASPPH will publish responses to all submitted questions on the [Funding Opportunities website](#).

## Notice to Applicants

ASPPH views the application process as a learning opportunity. Information from the applications will be shared in the summary format with our funding agency and ASPPH members to support learning and capacity building for the public health workforce.

Please be advised that ASPPH reserves the right to modify the terms of the RFP with reasonable notification to all interested parties. This RFP and any related discussions or evaluations by anyone create no rights or obligations whatsoever. ASPPH may cancel or delay this solicitation at any time at its discretion. Anything to the contrary notwithstanding, the subaward executed by ASPPH and the selected applicant, if any, will be the exclusive statement of rights and obligations extending from this solicitation. Applicants are further advised that all information submitted in response to this solicitation shall remain in the public domain excluding confidential financial information.

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