



FUNDING OPPORTUNITY

Published: November 16, 2021

Funding Amount: One award, funded up to \$60,000

Project Period: January 1 – June 30, 2022

Eligibility: This opportunity is available to members of the National Network of Public Health Institutes (NNPHI) and Health Resources and Services Administration (HRSA)-supported Public Health Training Centers

Award Mechanism: NNPHI anticipates making a subaward for Quality Training Development: Access and Peer-learning, Centers for Disease Control and Prevention Cooperative Agreement 6 NU38OT00303-04-01.

Timeline:

RFP released	November 16, 2021
Deadline to submit questions	November 30, 2021 at 5:00 pm ET
Proposal submission deadline	December 3, 2021 at 5:00 pm ET
Review and interview period	December 6 – 10, 2021
Notice of selection status	December 15, 2021
Project period	January 1 – June 30, 2022

Opportunity

NNPHI seeks to partner with one (1) Public Health Institute or Regional Public Health Training Center to design and implement an ECHO Public Health series. The goal of the series is to improve the quality of training developed and available to the public health workforce through the uptake and use of [CDC's Quality Training Standards](#).

Background

The public health workforce is facing new realities that require professionals to prepare, respond, and adapt to rapidly changing landscapes. Currently, the workforce has specialized experts in distinct scientific disciplines (e.g., epidemiology, laboratory sciences, chronic disease prevention), which was an effective approach in the past. However, the workforce of the future must think strategically, act from a systems perspective, and be skilled at building partnerships.

And yet, the field of public health builds the capacity of its workers largely through “one-off” training events (e.g., single online training), which generally do not allow learners the opportunity to practice new skills in real settings. In order to meet the current and coming challenges, public health practitioners need high-quality, multi-modal and continuous learning opportunities to build meaningful skills.

In a 2016 NNPHI workforce survey (n=843), 93 percent of respondents labeled lifelong learning as “extremely important.” Yet, public health workers report significant challenges in identifying *quality* training to meet their specific needs. This project seeks to raise to strengthen public health competencies in quality training development and encourage training developers to utilize the principals of the CDC’s *Quality Training Standards* in all future development.

Purpose

Project ECHO (Extension for Community Health Outcomes) is a workforce capacity-building model designed to demonopolize knowledge through increasing access to subject matter expertise and peer-to-peer experience-based learning. Originally intended for medical providers, ECHO uses video technology to connect individuals around a common goal. Through the ECHO model, learning is founded on best practice strategies and reinforced through the group processing of a current and common experience or “case.” This experience-based learning helps participants increase their capacity and professional network through engaged, relevant, and supported learning communities.

NNPHI became an ECHO Replication Partner in early 2019. Since that time, we have launched ECHO Public Health and have been leading efforts to translate the ECHO model to build workforce capacity for addressing complex and seemingly intractable public health problems. NNPHI has led several ECHO series, and has funded and trained member and partner organizations to develop and implement ECHOs. Through this opportunity, NNPHI seeks to partner with one public health institute or regional public health training center to build on the lessons learned from these series and apply them to quality training development.

The intended results of the initiative include:

1. An ECHO series curriculum designed for the public health workforce, including training developers, workforce development specialists, and instructional designers
2. Increased capacity of 30-50 public health professionals to develop quality trainings using the CDC Quality Training Standards
3. Identification of opportunities for improvement, expansion, and evaluation of the ECHO Public Health model

Topic area for ECHO Series

The topic for this ECHO is *Utilizing the CDC Quality Training Standards and the CDC Training Developer Checklist* for training development. The primary purpose of this ECHO series is to improve the quality of training developed and available to the public health workforce. CDC developed the Quality Training Standards to help public health practitioners who develop, deliver, and procure trainings to ensure the trainings meet basic standards for quality. The standards also serve as a tool to help learners find quality training in existing learning systems and on training-related websites. The standards do not focus on a specific training modality and are broad enough to encompass any type of training topic or format. This ECHO series will strengthen public health competencies in quality training development and will build skills in applying the quality training standards through peer- and expert-led learning and on-going support.

Scope of Work

1. With support of a consultant (provided by NNPHI), design an ECHO curriculum for the public health workforce to address quality training development utilizing the CDC’s Quality Training Standards and Training Developer Checklist.

2. Identify and engage subject matter experts to serve as presenters and panelists for the series.
3. Engage in regular collaboration calls with NNPHI team and consultant throughout the curriculum development and implementation process.
4. Recruit participants from the public health workforce with particular focus on training developers.
5. Implement one (1) ECHO series through coordination of logistics, communication with SME, track attendees and collaborate with NNPHI on additional implementation activities.
6. Evaluate the series and provide feedback to NNPHI/CDC to guide improvements and future implementation.

Please note that there may be an opportunity to expand the scope of this project to support the ongoing needs of ECHO series participants through a community of practice or other technical assistance. NNPHI, CDC, and the selected partner will work together to identify areas where continued support is needed.

Contractor Selection Criteria

1. Demonstrated capacity to implement project on a four- to six-month timeline
2. Access to engage (or serve as) subject matter experts
3. Clear demonstration of how participation in this funding opportunity will benefit/build capacity of the organization and potential future uses of the ECHO model
4. Completeness of proposal
5. Reasonable cost and justification for costs

Eligibility

Applicants must be from a public health institute (NNPHI members) or a regional public health training center. *Please note that applicants need not to have completed an ECHO series prior to this opportunity. Training will be made available to partner staff and the ECHO series can be implemented through NNPHI's ECHO Zoom license and ECHO Replication Agreement. The Project ECHO Immersion Training led by the University of New Mexico is recommended, but not required.*

Funding

Funds may be used for salaries and benefits for staff engaged in the project, meetings and meeting supplies, pre-approved project-related travel, research and database software, data collection and analysis, supplies, communications, marketing, and graphic design. Funds are not intended to supplant state or federal funding. Funds may not be used for: lobbying activities; ongoing general operating expenses or existing deficits; items for which third-party reimbursement is available; endowments; meeting meals; or capital costs including construction, or renovation. It is estimated that the primary expenses will be staff time, stipends or honoraria for subject matter experts, and costs to cover material development.

How to Apply

NNPHI is utilizing a Smartsheet Online System for the proposal submission process. Submit your proposal and all additional documents through the links provided below. If you have any technical difficulties, please contact Meghan Wolfe at mwolfe@nnphi.org.

Submit proposal and required attachments by 5:00 pm ET on Tuesday, November 30, 2021. Click [HERE](#) to submit via the NNPHI Smartsheet system.

Questions

Submit questions about this funding opportunity [HERE](#) by 5:00 pm ET on Tuesday, November 30, 2021. NNPHI will respond to questions within 24 hours. Please check back frequently to review latest questions/answers.

Proposal

Please respond to the following questions, do not exceed five (5), single-spaced pages, Arial or Times New Roman 12-point font, with 1-inch margins. It is most helpful to reviewers if you respond to the questions in the order presented below.

1. Please introduce yourself.
 - a. Briefly describe your organization's history with workforce capacity building initiatives.
 - b. How will your participation in this initiative (the creation/implementation of an ECHO series) strengthen your organization's capacity and reach for workforce capacity building initiatives?
2. Please briefly describe your experience developing or assessing adult learning opportunities. If you have particular experience utilizing the CDC Quality Training Standards OR the Learning Navigator's Quality Standards for Training Design and Delivery please expand on that here.
3. Please briefly describe how you will approach the scope of work.
 - a. Briefly describe your approach to training and curriculum development.
 - b. List of internal staff or partners and their areas of expertise who may contribute to the series development or execution.
4. Please share about the staff / team members who will be engaged with this work, including:
 - a. Who will be the lead/primary point of contact?
 - b. Description of the time/capacity key staff have to engage in the work

Required Additional Information

Please submit the following required items with your proposal (not included in the 5-page limit):

1. A budget spreadsheet and budget narrative that aligns with the scope of work and is prepared according to the [CDC Budget Preparation Guidelines](#). Please plan for bi-weekly calls with the NNPHI team.
2. Resume or curriculum vitae for all proposed personnel
3. Work sample: One sample of a similar workforce development product or activity that illustrates your ability to develop and implement a Project ECHO series (attach as PDF or provide URL)
4. Most recent fiscal/federal audit report
5. IRS Form 990
6. Federal negotiated indirect cost rate agreement (NICRA)

Notice to Applicants

Please be advised that NNPHI 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. NNPHI may cancel or delay

this solicitation at any time at its own discretion. Anything to the contrary notwithstanding, the contract executed by NNPHI 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.

This project is supported by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$300,000 with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.