

# Data Modernization Workforce Acceleration Initiative (WAI)

*Date Issued: June 3, 2024*

***Due Date:***

*Please complete the written application no later than Friday, June 28, 11:59 PM PST (Pacific Time)*

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**CDC FOUNDATION CONTACT**

Workforce Acceleration Initiative  
Program Email Address  
WAI@cdcfoundation.org

## Request for Application (RFA) – Cohort 1

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### About the CDC Foundation

The CDC Foundation helps CDC save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC’s critical health protection mission. The CDC Foundation manages hundreds of programs each year impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. Visit [www.cdcfoundation.org](http://www.cdcfoundation.org) for more information.

### Program Description

The Centers for Disease Control and Prevention (CDC) is committed to equitably protecting the health, safety and security of all people across the nation. CDC’s efforts to improve the availability and use of public health data to inform decision making and action requires modern systems, tools and technology across the public health ecosystem and investments in capacity building.

In February 2024, the CDC Foundation was awarded federal funds from CDC, through the Association of Public Health Laboratories, to launch the Workforce Acceleration Initiative (WAI). The goal of WAI is to strengthen public health agencies'/authorities' (PHA) capacity to deliver information system improvements that are of top priority to each PHA by adding technology and data experts to their teams. The WAI's support of diverse PHAs in improving their information systems is anticipated to also accelerate progress toward the CDC's [Public Health Data Strategy](#) (PHDS) goals. This initiative aims to increase the ability of PHAs serving state, Tribal, local or territorial jurisdictions to leverage modern technology and interoperable data for public health action.

In this initiative, the CDC Foundation will focus its efforts on a select number of PHAs that exhibit a strong willingness to both participate in the work and maximize the impact of currently funded programming by rapidly receiving additional staff. Across all cohorts, the WAI will place and provide salary for additional technology and data staff members in approximately 40 PHAs. The CDC Foundation anticipates this second cohort will include approximately 35 PHAs that show **a strong need for workforce to accelerate the ability of their information systems to provide on- demand, real-time health data insights and to enhance their infrastructure for improving the public's health**, consistent with the PHDS goals. For all cohorts, the CDC Foundation will support WAI placements through June 30, 2025. The initiative is being developed in coordination with PHAs and national agencies to ensure it complements other national information systems improvement and data modernization efforts.

The CDC Foundation will offer selected PHAs streamlined procedures to support the placement, development and activities of technology and data staff members within the larger PHA information systems team. In addition, the CDC Foundation will establish collaborative platforms and peer mentorship programs to foster engagement, knowledge sharing and troubleshooting among WAI placements as well as the existing PHA staff where those individuals are placed. The CDC Foundation will develop information sharing resources, job aids and processes to support continual development and contribution of WAI placements and of existing PHA staff to meet the strategic information systems improvement and data sharing goals of PHAs.

### [Expectations of Selected Public Health Agencies/Authorities \(PHAs\)](#)

The PHAs selected for WAI placements will be expected to take part in all WAI program components, including:

- Collaborate with the CDC Foundation team and partners to ensure the job descriptions, postings and recruitment materials for WAI placements align with PHA needs and maximize the fit of final candidates to the PHA. (Note: this application defines several roles at a high level. The CDC Foundation team will collaborate with selected PHAs to define the full job descriptions after the PHAs are selected).
- As part of the effort to secure WAI placements, the CDC Foundation will host a virtual health tech and data hiring forum in **August**. This forum will help match interested candidates to PHAs for hiring and placement. To maximize the success of the hiring forum, selected PHAs will be asked to have **2 to 5** team members join a series of pre-forum trainings to prepare to recruit high-caliber candidates as WAI placements for the PHA. Attendance at these trainings and participation in the hiring forum is mandatory for the WAI PHAs.

- Provide new WAI placements onboarding experiences that integrate the individuals fully to the PHA team (with the CDC Foundation supervising). Create a structure supportive of the individual's development and project progress.
- Support WAI placements in joining mentorship opportunities and the WAI placement peer network, focused on the technology to government experience, how to navigate working in a PHA, lessons learned across WAI placements and beyond.
- Support the WAI placements and existing PHA information systems improvement staff in attending WAI training and learning opportunities addressing technical skillsets and other related information systems improvement subjects.
- Join regular post-placement check-in meetings with CDC Foundation team members (e.g., every other month) to discuss success stories, challenges and emerging opportunities related to the WAI placements' workplans.
- Submit regular reports (e.g., quarterly) regarding WAI placements' progress and areas for potential improvement in WAI implementation.
- Participate in evaluation of WAI's implementation and impact.
- CDC Foundation will have discovery sprints with a subset of about 10 PHAs to identify the technology job types that may best meet their needs. To be considered for this opportunity, please indicate as such in the "Request for WAI Informatics Placements" section below.

### Cohort 2 Eligibility Criteria

WAI Cohort 2 seeks to support a diverse, national cohort of PHAs across jurisdiction types that will benefit most from WAI placements (for example, PHAs that do not have an information systems improvement plan, PHAs that are trying to identify information system leadership and/or PHAs with insufficient workforce to implement their planned information systems improvement projects).

Within WAI Cohort 2, the CDC Foundation will rapidly fill **full-time** information system improvement roles within state, territorial, local and Tribal PHAs that:

- Are state, Tribal, local or territorial (PHAs) currently conducting routine public health functions. To be eligible, Tribal PHAs must be vested with authority from the Tribal Nation(s) they serve to receive and send health data.
  - Eligible applicants include:
    - State governments (includes the District of Columbia)
    - Local governments or their bona fide agents
    - Territorial governments or their bona fide agents in the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau
    - County governments
    - City or township governments
    - Special district governments
    - Native American Tribal governments (Federally recognized)
    - Native American Tribal organizations (Other than federally recognized Tribal governments)

- Tribal Epidemiology Centers, Tribes and Tribal Organizations participating in the Indian Health Service Tribal Self-Governance Program (that have public health authority)
- American Indian or Alaska Native Tribal governments (Federally recognized)
- American Indian or Alaska Native tribally designated organizations
- Tribal nonprofit organizations that apply will be required to include a letter of support from the Tribal Nation(s) they represent along with their application submission.
- Have planned systems improvement project(s) and/or activities consistent the [Public Health Data Strategy](#) (PHDS) goals that need additional staff to execute.
- Are prepared to immediately onboard new staff to the agency's information systems improvement team for the roles outlined in the "Request for WAI Informatics Placements" section of this application. While in-person WAI placements rather than remote WAI placements may be requested, requiring that WAI placements work in-person may limit the CDC Foundation's ability fill positions.
- Have budget for non-personnel expenses related to the information systems improvement project(s) and/or activities the requested WAI placements will support (e.g., system acquisition or other purchases). PHAs may need to provide computers or other equipment for WAI placements.
- Already have or can quickly establish any approvals or agreements required for the proposed work, such as budget approval, legal agreements (e.g., data use agreements), contracts or resource approvals (e.g., IT staff time). Due to the short timeframe of this initiative, work that may be delayed for several months should not be included.
- Serve a population size of 100,000 or more, unless the PHA is Tribal or territorial.
- Can fully participate in required activities ([above](#)), including participation in pre-hiring forum training, the virtual health tech hiring forum, interviews with strong candidates and post-placement check-ins.

Ineligible organizations include:

- LLCs and other business entities, even if they have Tribal public health authority.
- Urban Indian Organizations that do not have public health authority.

## Instructions for Applicants

### Application Support:

To support your PHA in completing this application, see the **Frequently Asked Questions** available along with this form on [the CDC Foundation Request for Proposals webpage](#).

The CDC Foundation will hold **an information session on Thursday, June 13th at 3-4 PM EST** to discuss the Cohort 2 application and review criteria and answer questions. **Registration is required.** You can register for this webinar using this [link](#). The CDC Foundation will update the Frequently Asked Questions following the webinar.

**Questions:** If you have questions about this Request for Applications outside of the information session, please send them to [WAI@cdcfoundation.org](mailto:WAI@cdcfoundation.org) **no later than 11:59 PM**

**PST, Wednesday, June 26.** The CDC Foundation team members will respond to your question within one business day.

**The selection process will include two steps:**

1. Complete a written application
2. Participate in a 30-minute interview

The following describes these two steps.

**Step 1. Complete a written application**

Please complete the written application **by no later than 11:59 pm PST (Pacific Time), Friday June 28, 2024.**

Written application submissions must be made through the:

[APPLICATION SUBMISSION LINK](#).

Please note that the online form cannot be saved and revisited. Therefore, please review [“Application Template, Written Application Questions and Attachments” \(below\)](#) to prepare your application in advance of entering it into the online system.

If you have any difficulties submitting your application through this form, you may reach Desiree Smith, CDC Foundation Senior Program Service Coordinator, at [desireesmith@cdcfoundation.org](mailto:desireesmith@cdcfoundation.org).

**Step 2. Participate in a 30-minute interview**

The CDC Foundation team will review your written application to ensure your PHA meets the key requirements, provides justification of need and clarity on the intended use of proposed WAI placement roles and shows readiness to rapidly onboard new WAI placements. If your PHA is selected for an interview, a CDC Foundation team member will contact the Application Contact to schedule a session. The CDC Foundation will complete all interviews for Cohort 2 by no later than Friday, July 19, 2024.

The interview will be scheduled for 30 minutes and is intended to include the following:

- Key attendees from the PHA, including the individual overseeing the PHA’s systems improvement efforts (if applicable), and any other team members identified by the PHA.
- Up to 30 minutes for the CDC Foundation team members to ask questions about aspects of your written application.

**After applying the Review Criteria, final selections will be announced no later than Friday, , July 26<sup>th</sup>.**

**Cohort 2 Timeline**

Below is a summary of initial activities for Cohort 2.

Activity	Timeline
Cohort 2 request for applications released.	Monday, June 3
Written applications due.	11:59 PM PST, Friday June 28

Activity	Timeline
30-minute interview sessions. PHA Applicants will be contacted no later than Friday, July 12 <sup>th</sup> to set up an interview times.	July 15-19
Selected PHA applicants notified.	No later than Friday, July 26
PHA onboarding meetings with the CDC Foundation Team to finalize job descriptions, outline Memorandum of Agreement (MOA) steps and share recruitment and interview approach.	As soon as selection announcements are made through early August
A select number of PHAs will partake in a series of design sprints with Tech Talent Project (see the "Request for WAI Informatics Placements" section below).	TBD
Training activities with selected PHAs for upcoming Health Tech and Data Hiring Forum.	TBD
PHA interviews with high-caliber candidates (Selected PHAs join interviews with high-caliber candidates for their selected WAI placement positions)	As soon as onboarding meetings are completed and through early fall.
Health Tech and Data Hiring Forum.	TBD
WAI placements begin tenures at selected PHAs.	As soon as early August.

### Review Criteria

The CDC Foundation team will use the following criteria to select approximately 35 PHAs for inclusion in WAI Cohort 2. In addition to these criteria, the CDC Foundation will seek to identify a diverse cohort representing different types and sizes of PHAs, varied locations nationally and different approaches to information systems implementation.

Category	Considerations	Weight
Meets key requirements	<p>Confirms the following to be true:</p> <ul style="list-style-type: none"> <li>• Have systems improvement project(s) and/or general roles or activities that will develop the PHA's foundation for continued system improvements, are consistent with the CDC <a href="#">PHDS</a> goals and need additional staff to execute.</li> <li>• Already have or can quickly establish any approvals or agreements required for the proposed work, such as budget approval, legal agreements (e.g., data use agreements), contracts, or resource approvals (e.g., IT staff time).</li> <li>• Serve a population size of 100,000 or more, unless the PHA is Tribal or territorial.</li> <li>• Can support full-time personnel on team.</li> <li>• Are prepared to immediately onboard new staff to the PHA's team for the roles outlined in this application.</li> </ul>	Required

Category	Considerations	Weight
PHA level of need for technology and data team members	Applicant provides a clear statement on why the requested position(s) are needed to advance the PHA’s broader information systems improvement plan and why the PHA has been unable to meet this need via other mechanisms. Applicant includes information about current personnel available for systems improvement and need for additional staff to support such improvement.	35%
PHA readiness to support new staff	Applicant demonstrates PHA information systems team commitment to assuring the success of the system improvement project(s) and/or activities, availability of sufficient funds for the proposed project(s) and/or activities and PHA capacity to immediately onboard new WAI placements to the information systems improvement team.	25%
Workplan(s) for proposed positions	Applicant provides a practical and achievable outline of the scope of work for each position requested, including indication of activities being completed within the timeline of the WAI placements (through June 30, 2025).	20%
Alignment with broader systems improvement	Applicants share how the WAI placements’ workplans support broader information systems improvement, including how well the workplans may develop the PHA’s foundation for continued system improvements and advancement toward the CDC PHDS goals of improved access to quality data, analysis, and visualization, and increased system automation and interoperability ( <a href="#">please refer to details here</a> ).	20%
Creation of a diverse, inclusive cohort	The CDC Foundation will engage a group of PHAs with a variety of characteristics and infrastructures.  As PHA candidates are identified, this criterion will be applied to ensure a diverse group.	N/A – see notes in Considerations

**Pre-Award Risk Assessment:** The CDC Foundation reserves the right to conduct financial and due diligence reviews. As a public entity, the CDC Foundation has a responsibility to the public to ensure that the organizations that receive grant funds are financially stable and to evaluate each applicant’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate method of monitoring.

## APPLICATION TEMPLATE

### Written Application Questions and Attachments

Please [use this link](#) to answer the following questions and submit the required attachments via the online form. To ensure you have everything completed to submit your application, below is a short checklist and you are encouraged to use the template below to prepare your submission.



- ✓ Prepared to enter [short-answer or multiple choice questions](#) via the online form.
- ✓ Prepared [narrative](#) of proposed WAI placement(s) to upload within the online form.
- ✓ Prepared and signed letter of support from the PHA director\* demonstrating a commitment to support this work to upload within the online form (see [Additional Attachments](#)).
- ✓ Prepared to provide an organizational chart showing how the requested WAI placement(s) will fit within your PHA's team (see [Additional Attachments](#))
- ✓ Prepared to provide PHA financial reports as outlined in [Additional Attachments](#).
- ✓ Prepared Letter of Support from Tribal Nation(s) if the applicant is a Tribal nonprofit organization but not a Tribe. That letter of support must indicate Tribal support for the proposed work and that the Tribal nonprofit organization has vested public health authority to exchange health data from the Tribes that are being represented.

\* If public health is just one division of your organization, such as in a health and human services agency, the letter of support may be signed by the leader of your organization's public health division.

## Short-answer and Multiple Choice Questions (to answer via online form)

### Basic PHA Information

- 1) Basic PHA Information
  - a) Legal Organization Name of Public Health Agency/Authority (PHA)?
  - b) Organization Address (City, State, Zip Code+4 [XXXXX-XXXX])
  - c) Website
  - d) Email (Applicant Point of Contact)
  - e) Year Established
  - f) Federal Tax Identification (ID) Number/Employer Identification Number (EIN)
  - g) Data Universal Number System (DUNS) number
  - h) SAM Unique Entity ID (UEI)
  - i) SAM UEI Expiration Date
  - j) Business Classification
  - k) Classification of Public Health Agency/Authority
- 2) Program Contact Information (if different than Applicant Point of Contact):
  - a) Name:
  - b) Title:
  - c) Address:
  - d) Email Address:
  - e) Phone Number:
- 3) Financial Point of Contact:
  - a) Name:
  - b) Title:
  - c) Address:
  - d) Email Address:
  - e) Phone Number:
- 4) Application Authorized Signatory (if selected for WAI placements)

- a) Name:
- b) Title:
- c) Address:
- d) Email Address:
- e) Phone Number:
- 5) What is the size of the population served by your agency?
  - a) Number:
  - b) Special notes or explanations (150 characters):
- 6) How many full-time equivalents (FTEs) does your PHA employ overall?
  - a) Number:
  - b) Special notes or explanations (150 characters):
- 7) What was your agency's total 2023 public health related expenses budget, including all sources, such as general fund and grants?
  - a) Number (dollars):
  - b) Special notes or explanations (150 characters):

## PHA Information Systems Improvement Leadership

- 8) **Information systems leadership.**
  - a) Does your PHA have an individual with decision-making authority overseeing information systems improvement (i.e., an individual who is accountable for developing and implementing the PHA's systems improvement)? Please note: Applicant PHAs are not required to have such an individual. We will use this question to ensure variety in the situations of PHAs we select. Yes / No
  - b) If Yes:
    - i) What is the title of the individual currently?
    - ii) Approximately what percentage of this individual's time (% FTE) is dedicated to leading information systems improvement?
    - iii) How long has this individual led systems improvement at your PHA?
    - iv) Is the individual currently in that position as an interim or permanent appointment?

## IT/Informatics Workforce Capabilities and Needs

- 9) **IT support structure.** IT support may include support for hardware and software, data management, servers, databases and other information technology. Some PHAs have internal PHA staff that provide IT support, while others depend on external agencies, such as a centralized IT agency that serves many other government agencies. How many IT full time equivalents (FTE) support your public health work across your entire PHA? Enter 0 for those that do not apply.
  - a) IT Internal PHA Staff FTE (# FTE, Special notes or explanations)
  - b) IT Contracted FTE (# FTE, Special notes or explanations)
  - c) IT External Agency FTE (# FTE, agency name, Special notes or explanations)
- 10) **Other systems improvement full time equivalents (FTEs).** Beyond standard IT support, some organizations have informaticists or other staff who support information systems, system development and system maintenance. Excluding the FTE listed in the last question,

how many additional FTE does your PHA have supporting all types of system improvements? Please consider individuals including technical staff, business analysts, those working on related training or change management, project leadership and oversight, etc. Enter 0 for those that do not apply.

- a) Other “systems improvement” internal PHA staff FTE (# FTE, Special notes or explanations)
- b) Other “systems improvement” contracted FTE (#, Special notes or explanations)
- c) Other “systems improvement” external agency FTE (# FTE, agency name, Special notes or explanations)

11) **Current role types.** About how many of the full time equivalents (FTEs) listed in questions 9 and 10 above fall within each of the following IT/informatics role categories? Enter 0 for those that do not apply. (See descriptions for each of these role categories below.)

- a) **IT/informatics leadership** (includes DMI or informatics director or other roles that lead the implementation of information systems management and improvement at the PHA)
  - i) Number of FTE:
  - ii) Special notes or explanations (150 characters):
- b) **Engineering/software development roles** (includes designing, coding, testing and maintaining software applications or systems. Responsibilities include understanding user needs, writing efficient code, debugging, collaborating with teams, and continuously improving software quality and performance through iterations and updates. May include roles such as developers and engineers)
  - i) Number of FTE:
  - ii) Special notes or explanations (150 characters):
- c) **Backend or IT infrastructure roles** (includes designing, implementing and maintaining the foundational components of a system, such as servers, databases, networks, and security measures. Responsibilities include optimizing performance, ensuring reliability, and supporting the overall functionality of software applications. May include roles such as data security officer, system architects, system administrators)
  - i) Number of FTE:
  - ii) Special notes or explanations (150 characters):
- d) **Project management roles** (includes planning, organizing and overseeing the execution of projects within constraints such as time, budget and scope. Responsibilities include defining objectives, allocating resources, managing risks, coordinating teams and ensuring projects are completed successfully and deliver value to the PHA and other partners. May include roles such as project manager, change management specialists and program implementation managers)
  - i) Number of FTE:
  - ii) Special notes or explanations (150 characters):
- e) **Business analyst and other translation roles** (includes analyzing data, processes and systems to identify business needs, opportunities, and problems. Responsibilities include gathering requirements from PHA users and beyond, developing and vetting solutions, creating project plans, assuring training and change management, and facilitating communication between technical and non-technical teams to ensure alignment.)
  - i) Number of FTE:

- ii) Special notes or explanations (150 characters):
- f) **Informatics roles** (includes capturing, managing, analyzing and presenting information and how to organize processes around this. May include roles such as data scientists/analysts [including epidemiologists who do substantial data analysis], informaticists, specialists in information management, data governance managers)
  - i) Number of FTE:
  - ii) Special notes or explanations (150 characters):
- g) **Other** (please elaborate):
  - i) Number of FTE:
  - ii) Special notes or explanations (150 characters):

## Request for WAI Informatics Placements

Please select the WAI positions that meet your PHA's needs. You can view a short description of the roles below.

You may request up to five (5) WAI placements total within your application. Please request the number of placements necessary to accomplish the proposed work. The CDC Foundation expects that many PHAs will need to add more than one WAI placement to successfully advance their project(s) and/or activities.

Note that the total number of positions is contingent upon funding availability and the feasibility of identifying candidates fitting to your request and the PHA's broader organizational culture. Please submit only one application for all positions needed and then prioritize which are your top positions. Staffing awards will be made based on the selection process and review criteria.

- 12) For each WAI position below, please indicate the number of full time equivalents (FTEs) of the position requested. You can request up to 5 FTEs in total across multiple position types. Please only use whole numbers; do not include fractions of FTEs. At this time, the CDC Foundation is only filling full time positions.
- a) **Project Oversight and Delivery** (Staff who oversee the development and launch of new products or systems features. They collaborate with cross-functional teams, including engineers, designers and program staff, to define product requirements, prioritize tasks and ensure successful product delivery across the PHA and with PHA partners.)
  - b) **Software Development and Engineering** (Staff that design, build and maintain software applications. They may specialize in different programming languages or development frameworks.)
  - c) **Data Science and Informatics** (Staff in these roles analyze complex data to help make strategic decisions. They use statistical analysis, machine learning and data visualization techniques to extract insights from large datasets.)
  - d) **Data Engineering** (Staff in these roles assess, build and oversee data management systems, ensuring that data flows smoothly from various sources to databases and data warehouses. This includes the implementation of standards, interoperability, etc.)
  - e) **Cybersecurity** (With the increasing threat of cyber-attacks, staff with expertise in cybersecurity skillsets are in high demand. They develop security measures to protect computer systems and networks from unauthorized access, data breaches and other cyber threats.)

- f) **Systems Architecture and Engineering** (Staff who design and manage technical infrastructure, including cloud computing systems, storage, networking and security. They may also help organizations migrate their infrastructure to the cloud and optimize performance and cost efficiency.)
- g) **DevOps Engineering** (Staff who focus on improving collaboration and efficiency between software development and IT operations teams. They automate processes, manage infrastructure as code, and implement continuous integration and delivery pipelines.)
- h) **Business/Systems Analysis** (Staff who analyze processes and systems to identify business needs and opportunities. Responsibilities include gathering requirements from PHA users and beyond, developing and vetting solutions, creating project plans, assuring training and change management, and facilitating communication between technical and non-technical teams to ensure alignment.)
- i) **Data Modernization/Informatics/IT Leadership** (Staff member who leads the implementation of information systems management and improvement across the PHA.)
- j) **Other** (While WAI is prioritizing the listed positions for immediate placement, please elaborate on the other position types that will be critical to the success of your proposed project. If selected, CDC Foundation team members will collaborate with PHAs to possibly meet these position needs moving forward.):
  - i) Number:
  - ii) Special notes or explanations (150 characters):

13) **Ranking of positions.** If you selected more than one position above, please rank the positions requested above in order of need by your agency (highest need first to lowest need last), and briefly explain the rationale for the rankings (**Maximum 200 words**). If you only selected one position type, please write “Not Applicable.”

14) **Please indicate if your PHA is interested in participating in discovery sprints.** CDC Foundation will have discovery sprints with a subset of about 10 PHAs to identify the technology job types that may best meet their needs.

Discovery sprints will entail a series of sessions with the CDC Foundation team throughout the month of August, prior to recruitment for your PHA’s WAI placements. The discovery sprints may be a fitting opportunity for your PHA if your PHA: (a) does not have a systems improvement plan/strategy in place, (b) does not have planned project(s) or roles for systems improvement but your PHA has prioritized systems improvements and/or (c) does not have an individual with decision-making authority to lead systems improvement and you would like to identify an individual as part of WAI.

Even if you request these sprints, please submit your best guess regarding how many WAI placements you need above, and regarding their likely roles and workplans.

- a) Yes, our PHA is interested in participating in discovery sprints prior to the placement of our requested positions
- b) No, our PHA is not interested in participating in discovery sprints

## Narrative: Request for WAI Informatics Team Members

Within an attached narrative, respond to the following questions. Use size 11 font or above.

- A. Broad description of current, relevant information systems infrastructure.** Please describe your PHA's current information systems infrastructure related to the work proposed listed in narrative item C, including a list of the major systems involved, their IT support (internal staff, contractor, vendor, other government agency) and the level to which data processes are automated. (300 words. A system(s) diagram may be included.).
- B. Key challenges of current system(s) of focus in this application.** Please describe the key challenges that your PHA faces in using the systems to be impacted by the work proposed within this application. (200 words)
- C. Proposed Work** and general support needed for this application. This can include planned systems improvement projects, general systems improvement support needed across your PHA or other activities advancing your PHA's systems improvement vision. (200 words).
- D. Broad future vision.** Please describe your PHA's vision for a future information systems infrastructure and describe how the proposed work moves you towards that future infrastructure. Please describe how the proposed work will provide lasting improvement in your systems, skills and/or processes, and how it moves your PHA closer to [PHDS](#) goals. (300 words)
- E. Implementation planning.** Please describe your PHA's plan—including major milestones—for achieving your broad future vision. Please describe the high-level implementation plan for the proposed work within this application. (300 words)
- F. Non-personnel budget planning.** Please describe the major non-personnel costs associated with the proposed work within this application (e.g., software costs, licensing fees, etc.) and the source(s) of funds for these costs. (200 words)
- G. Anticipated challenges.** Identify the greatest potential risks to implementing the proposed work and how you might address them. (200 words)
- H. Requested position workplans.** For each requested position, respond to the following questions to provide an overview of each requested position's workplan. Please do not combine your responses across position types. If you request two positions of the same type, please include this information for both positions (for example, if you request 2 Business Analysts [BA], include parts a, b, c for the first BA and parts a, b, c for the second BA).
  - a. Projects (100 words). What proposed project(s) or other work will this FTE support? FTEs can support more than one project.
  - b. Milestones (200 words. Visual timeline may be included). What are the key milestones to be achieved by this position within the funding period (currently ends June 30, 2025)?
  - c. What activities or tasks will this position be responsible for performing? (200 words).

## Additional Attachments

**Application attachments.** Please use this section to attach the following items (as applicable) to your submission. **All attachments must be submitted as ONE (1) COMPILED PDF.**

**(Required) Narrative** outlining request for WAI Informatics Team Members. See [above](#) for details.

**(Required) One letter of support** from the PHA director\* demonstrating a commitment to support this work. The letter of support must include:

- ✓ That the PHA has existing staff time available to support new team member orientation and integration into the larger PHA informatics team.
- ✓ That the PHA has existing infrastructure to support remote WAI placements.
- ✓ Endorsement of the requested WAI placements from PHA leadership.
- ✓ Confirmation that there is funding to execute the non-personnel aspects of the project(s) or work for which FTEs are being requested (e.g., system acquisition or other purchases).
- ✓ Confirmation that the PHA already has or can quickly establish any approvals or agreements required for the proposed work, such as budget approval, legal agreements (e.g., data use agreements), contracts, or resource approvals (e.g., IT staff time).
- ✓ Prioritization of the proposed project(s) or proposed work by the PHA.
- ✓ Recognition that systems improvement project(s) and activities require time from program staff, IT staff and leadership to support and guide the project(s).
  - For example, program staff may need to provide information about their work processes, to define what they need from tools being developed, to test the tools, and to develop, provide or attend training regarding the use of tools that are developed. IT staff will need to provide appropriate system access and integrate what is developed into the PHA's existing information system infrastructure.

\* If public health is just one division of your organization, such as in a health and human services agency, the letter of support may be signed by the leader of your organization's public health division.

**(Required) Letter of Support from Tribes.** If the PHA applying as a Tribal nonprofit organization, attach a letter of support for this application that also confirms that the Tribal nonprofit organization has vested public health authority to exchange health data from the Tribe(s) that are being represented.

**(Required) Organizational Chart.** Provide a current agency organizational chart showing how the requested WAI placements will fit within your PHA's team. Please ensure the organizational chart includes all your PHA's technical staff as well as the reporting pathway between the individual leading systems improvement and the agency director. The organizational chart will be used to help us assess your readiness to onboard new WAI placements. We will discuss it further during your PHA's interview if your PHA is invited.

**(Required) PHA Financial Reports:** Current year (available) audited Balance Sheet and Income Statement and/or IRS 990Tax form. If the organization is 501 (c), they may submit an IRS 990

Tax form. We are requesting submitted 2023 audited financials (Balance Sheet and Income Statement) however if they are not available/completed we will accept 2022 audited financials (Balance Sheet and Income Statement) as the oldest records submitted.

**(Optional) PHA Information Systems Improvement Plan/Strategy.** If you have a documented plan/strategy, attach it here.

*The CDC Foundation recognizes that your Systems Improvement Plan/Strategy may contain sensitive information that your PHA may not want to be made public. If submitted, this plan will only be viewed by CDC Foundation project staff to better support your PHA in meeting your staffing needs. The CDC Foundation team members will not share this document beyond the CDC Foundation project team. The Smartsheet application subscription is owned by the CDC Foundation with encryption for secure transfer of materials. Upon receipt of your plan, the document will be placed on secure CDC Foundation servers to which only the CDC Foundation team members have access.*