



Council of State and Territorial Epidemiologists

### **Overview Information**

Issuing Organization: Council of State and Territorial Epidemiologists (CSTE) at [www.cste.org](http://www.cste.org).

Participating Organizations: Council to Improve Foodborne Outbreak and Response (CIFOR) at [www.cifor.us](http://www.cifor.us), Centers for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov). Funded through sub-awards from Cooperative Agreement Number 5U38OT000143-03.

### **Title: Implementing the 2<sup>nd</sup> edition of the CIFOR *Guidelines and Toolkit for Foodborne Disease Outbreak Response* Training Grants**

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### **Full text of announcement**

#### ***Section 1: Funding opportunity description***

Project Purpose and Background: The purpose of the development of the CIFOR *Guidelines for Foodborne Disease Outbreak Response* and CIFOR *Toolkit* is to improve public health foodborne disease outbreak detection and response. The purpose of this RFP is to provide support to interested state, territorial and large urban health departments to provide a training workshop(s) using the Second Edition of the CIFOR *Guidelines and Toolkit* with the aim of integrating recommendations from the *Guidelines* into the activities of their departments.

The Second Edition of the CIFOR *Guidelines for Foodborne Disease Outbreak Response* (<http://www.cifor.us/CIFORGuidelinesProjectMore.cfm>) describes the overall approach to foodborne disease outbreaks, including preparation, detection, investigation, control and follow-up. The *Guidelines* also describe the roles of all key organizations in foodborne disease outbreaks. The *Guidelines* are targeted at local, state and federal agencies that are responsible for preventing and managing foodborne disease outbreaks. The *Guidelines* are intended to update and complement existing guidelines, policies and procedures and intended to be used to modify or redirect current approaches or expand activities to be consistent with the highest standards of public health practice.

The Second Edition of the CIFOR *Toolkit* (<http://www.cifor.us/toolkit.cfm>) was developed to aid in the implementation of the *Guidelines*. The *Toolkit* is intended to further the ability of state and local health departments to understand the contents of the *Guidelines*, to conduct a self-assessment of their outbreak detection and investigation procedures, and to implement appropriate recommendations from the nine chapters in the *Guidelines*. The *Toolkit* walks public health practitioners through a series of eleven "Focus Areas" using topic-specific worksheets for each Focus Area. The Focus Areas are designed to help jurisdictions identify recommendations from the *Guidelines* that would be most useful for their jurisdiction. The *Toolkit* covers the most critical elements of outbreak response, guiding users through a range of activities, including: describing current activities and procedures, prioritizing CIFOR *Guidelines* recommendations to address needed improvements, and finally, making plans to implement the selected recommendations. Document H of the *Toolkit* provides examples of selected jurisdictions' trainings on the use of the *Toolkit*.

To encourage and facilitate the use of the *Toolkit*, this project will fund small sub-grants to states, territories, and large cities/counties to bring foodborne disease outbreak investigation teams together. During the training session, these teams will use the *Toolkit* to begin to determine which recommendations in the *Guidelines* would be helpful for that jurisdiction to improve foodborne disease outbreak investigation and response. States are encouraged to apply for in-state regional trainings if appropriate (i.e., to conduct more than one training session within a state if training coverage and cost permit multiple training efforts.)

Project Objectives: The target audiences for this project include multidisciplinary state/city-based teams of epidemiologists, public health laboratorians, environmental health specialists, communications specialists, regulators, public health nurses if involved in outbreak response, and representatives from the state department of agriculture. Teams are suggested to include the following members and may be adjusted based on state size and population:

- i. State Epidemiologist,
- ii. State-level foodborne disease epidemiologists,
- iii. Laboratory scientists,
- iv. Environmental health specialists,
- v. Communications specialists
- vi. Senior level regulators, and
- vii. Senior level representatives from the state department of agriculture.
- viii. Public health nurses, if appropriate (mainly for large city/county settings)

Jurisdictions are encouraged to create a proposal for a training that would best fit jurisdictional needs. Jurisdictions should use the *Guidelines* and the *Toolkit* to construct a training to examine

the CIFOR *Guidelines*, using the *Toolkit* and some of its Focus Areas, to begin a self-evaluation to determine which recommendations in the *Guidelines* can be integrated into the jurisdiction's procedures to make foodborne disease outbreak investigation and response more effective.

Given the target audiences and the purpose of the project, trainings developed should include the following components:

- Background on the development and importance of the *Guidelines*
- Background on the development of the *Toolkit*
- A designated facilitator familiar with the *Toolkit* documents, especially the facilitator tips
- A designated recorder familiar with the *Toolkit* documents and able to record, on paper or electronically, the training's proceedings
- A schedule to complete the following sections of the *Toolkit*: preliminaries, selecting Focus Areas, at least 2-3 Focus Area worksheets (or as many as time allows), and the participant evaluation form
- An action plan that explains how the jurisdiction will use the multidisciplinary team in the coming year to select the remaining Focus Areas of interest and a proposed timeline for the team to work through those selected Focus Areas (e.g. weekly/monthly/quarterly team meetings to work through the Focus Areas)
- A summary report at the conclusion of the training to summarize the training's proceedings, what was gained from the experience, and what next steps include

Objectives of the trainings should include:

- a. To bring together a multidisciplinary team to work together
- b. To familiarize training participants with the *Guidelines for Foodborne Disease Outbreak Response*
- c. To familiarize training participants with the *Guidelines Toolkit* and its components
- d. To complete at least 2-3 Focus Areas of the *Toolkit*
- e. To identify current practices in foodborne disease outbreak response covered in the selected 2-3 Focus Areas
- f. To identify needed improvements to improve foodborne disease outbreak response in the selected 2-3 Focus Areas
- g. To identify and prioritize recommendations from the *Guidelines* that address needed improvements in the selected 2-3 Focus Areas
- h. To create an action plan to implement the selected recommendations including a lead point person and timeframe
- i. To create an action plan with a proposed timeline for the multidisciplinary team to work through the remaining Focus Areas in the coming year to complete the self-evaluation process

- j. To evaluate the team's experience with the Toolkit and submit an evaluation form to CSTE
- k. To create a summary report for CSTE

### *Section 2: Award information*

Mechanism(s) of support: CSTE will manage matters related to financial support with state, territorial and large local health departments for this project.

Funds available: Funding for this project will be firm fixed. CSTE and CIFOR intend to commit to a small sub-grant up to:

- \$5000 for jurisdictions serving a population of 200,000 to 1,000,000 residents, and
- \$7500 for jurisdictions serving a population of 1,000,000 residents or greater.

100% of the funds will be paid upon receipt of a signed agreement to the jurisdiction to conduct this training. This amount will include funds for the following possible expenses: travel /mileage or local transportation, overnight stays, per diem, meeting room space, rented audiovisual equipment, facilitator contract and other expenses training related expenses. Priority will be given to jurisdictions that can complete the trainings by June 30, 2016.

CSTE receives funding for this project through the Centers for Disease Control and Prevention (CDC) cooperative agreement number 5U38OT000143-03. Funds awarded to contractors under this announcement are subject to the laws, regulations and policies governing the U.S. Public Health Service grant awards. All estimated funding amounts are subject to the availability of funds.

### *Section 3: Eligibility information*

Eligible applicants: State, territorial, large city/county\* public health agencies, or a bona fide agent. \*A large local public health agency is defined as a city or county health department serving a population of 200,000 residents or greater.

*Section 4: Application and submission information:* Applicants should submit an application addressing the objectives, components, and eligibility requirements stated in Section 1 and Section 3, respectively.

Content and form of application submission: Applications should include the following headings in the order listed and should address the issues included under each heading:

- i. Contact information (1/2-page maximum)
- ii. Methods the applicant will use in conducting Training(s) (3-page maximum)
  - 1. Training audience and anticipated size of training(s)
  - 2. Content/agenda planning process
  - 3. Facilitator needs (if any)
  - 4. Training outputs (action plan, summary report, training evaluation)

- iii. Proposed expenses (1-page maximum)
  - 1. Facilitator expenses
  - 2. Travel
  - 3. Lodging/Per Diem
  - 4. Meeting Room/Audio Visual
  - 5. Other needed training related expenses
- iv. Project timeline, including dated milestones (1-page maximum)
- v. Appendix – additional materials (not required and may not be reviewed)

For further assistance, technical questions, or inquiries about the application, contact CSTE at [foodsafety@cste.org](mailto:foodsafety@cste.org) or 770-458-3811. Representatives from CSTE will be available to speak to potential applicants to discuss technical or administrative questions. All such questions and answers will be made available to all potential applicants.

Submission, review, and anticipated start dates

- a. Application submission receipt date: March 31, 2016
- b. Anticipated award notification date: April 15, 2016
- c. Training(s) completion date: June 30, 2016
- d. Final report(s) due to CSTE: July 29, 2016

Submitting an application: Please email the completed application to the Council of State and Territorial Epidemiologists at [foodsafety@cste.org](mailto:foodsafety@cste.org). Applications must be received by 5:00 pm ET on March 31, 2016.

Application processing: All applications received by the deadline will be reviewed by April 8 and award notifications will be made by April 15.

*Section 5: Application review information*

All applications will be reviewed against these criteria:

- |    |  |     |
|----|--|-----|
| a. | Ability of the applicant to meet the objectives of the training described in a through k of Section 1, above | 40% |
| b. | Applicant's understanding of the project   | 20% |
| c. | Technical merit of the proposed project as determined by peer review   | 20% |
| d. | Extent to which the budget is justified  | 10% |
| e. | Completeness of applications   | 10% |

Review and selection process: Eligible applications that are complete will be evaluated for technical merit by CIFOR and CSTE in accordance with the review criteria. A panel of CIFOR members and subject matter experts will be created to ensure the completeness and

appropriateness of applicants' proposal. Funding awards will be made based upon the quality of the submitted proposal and the ability of the applicant to meet the objectives stated above.

*Section 6: Award administration information*

Award notices: Applicants will be notified via email no later than April 15, 2016.

Recipient and responsibilities: The award recipient will have primary responsibility for the following:

- a. Develop a draft plan for the overall project. The draft project plan must include a work plan, a timeline, agenda, composition of the team, and milestones, among other relevant information.
- b. Manage the overall project including responsibility for logistics planning.
- c. Provide a written summary report and invoices to CSTE as required in the contract agreement. This report should include the ability or inability to meet the objectives listed above in Section 1.

CIFOR role: CIFOR members will participate in reviewing applications submitted in response to this RFP.

CSTE responsibilities: CSTE will:

- a. Serve as the applicant's principal point of contact.
- b. Monitor the terms of the agreement.
- c. Fund according to the terms of the agreement.
- d. Provide information about the progress of the program to the CSTE Executive Board and to CIFOR.
- e. Review all reports and distribute the final report to CIFOR.

*Section 7: For more information, contact:*

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*For more information about CIFOR, the Guidelines, and the Toolkit, visit:*

[www.cifor.us](http://www.cifor.us)