



REQUEST FOR PROPOSAL

Avian Influenza Rapid Response at the State Level

The Council of State and Territorial Epidemiologists (CSTE) announce the availability of funds for state and territorial health agencies to conduct training in rapid response preparation of Highly Pathogenic Avian Influenza (HPAI) in states. In addition to training and course adaptation, funds may be used for travel and meeting facilitation.

Introduction and Purpose

The purpose of this program is to facilitate avian influenza rapid response training at the state and local level.

Source of Funds

CSTE receives funding for this project from the Centers for Disease Control and Prevention (CDC) through Cooperative Agreement U60/CCU007277. Funds awarded to states under this announcement are subject to the laws, regulations and policies governing the U.S. Public Health Service grant awards.

Eligible Applicants

State and territorial public health agencies of the United States that attended the *CDC/CSTE Rapid Response Training: The Role of Public Health in a Multi-Agency Response to Avian Influenza in the United States* in early 2007 are eligible to submit a proposal for this program.

Content of Proposal

The proposal must incorporate the following activities and should not exceed 2.5 pages:

1. Designation by the interested state public health agency of an individual(s) who would serve as the project coordinator(s). At least one project coordinator should have attended one of the three CDC/CSTE Avian Influenza Rapid Response Trainings in early 2007.
2. A specific plan to include additional agencies/departments in training activities that would aid in the development and implementation of a comprehensive response to avian influenza. Suggested partners might include state laboratory scientists, public health veterinarians, local health agencies and non-public health agency partners such as the Department of Agriculture and the Department of Wildlife. To receive funding support, state and local epidemiologists along with public health partners including public health

veterinarians and laboratory scientists should be trained in the proposed activities. Inclusion of partner agencies is strongly encouraged.

3. Training objectives and timelines surrounding activities that would aid in the implementation of avian influenza rapid response training.
4. Commitment by the project coordinator to submit a final report describing how training objectives were met and an enumeration of professionals trained.
5. A budget outlining how funds will be used and amount of funding requested.
6. A timeline outlining how the proposed activities will be completed

Letter of Intent to Submit a Proposal

All state health departments interested in submitting a proposal under this announcement must complete and return Attachment 1 to CSTE (Letter of Intent to Submit a Proposal) before **April 13, 2007**.

Availability of Funds

Projected award amounts will be up to \$20,000 per each selected state or territorial public health agency. The amount of funding will vary based on proposed activities, quality of submitted proposal, and population size. Awardees will be notified by June 15, 2007.

Reporting Requirements

There is one required final report which is due 30 days after funds have been expended (no later than seven months after funds have been received from CSTE). Funds received from CSTE should be expended within six months. However, no-cost extensions may be permitted but are not encouraged. The final report should provide a summary of training activities; describe the extent to which training objectives were met; and provide an enumeration of the number of training sessions, number of teams trained, and the number individuals trained by profession. Final report should not exceed two pages.

Required Proposal Content

Proposals should be single-spaced, typed with 12-point font character, printed on one-sided 8 ½ by 11-inch paper with one-inch margins, and should not exceed 2 ½ pages in length (plus an attached cover letter). Please follow the sequence and format described below and adhere to the page limits indicated for each section. Organizational charts, letters of support, and other supporting information should be presented as attachments rather than incorporated into the narrative section of the proposal (optional).

1. Cover letter:
 - a) Overview of the proposal and the amount requested.
 - b) Full contact information (name/title/address/phone/email/fax) of all project coordinators. Please identify the project coordinator(s) that attended the CDC/CSTE Avian Influenza Rapid Response training.
2. Background and Qualifications (1/2 page maximum):

- a) Existing and past avian and pandemic influenza response activities and training needs within your state.
 - b) Identification and discussion of the epidemiologic strengths and weaknesses of existing pandemic/avian influenza response activities. Include the role of public health and the role of partner agencies in response to HPAI.
 - c) Project coordinator qualifications.
3. Proposed activities (1 page maximum):
- a) List measurable, time-phased, and realistic operational, organizational, or procedural objectives to be achieved during the funding period, and a plan for achieving each of the objectives.
 - b) Primary methods of training and proposed training activities.
 - c) Provide an estimation of the number of training sessions, number of teams trained, and the number individuals to be trained by profession.
 - d) Inclusion of epidemiologists in proposed activities.
4. Evaluation plan (1/2 page maximum):
- a) Describe procedures to be used to measure progress toward achieving each of the training objectives.
 - b) Discuss periodic procedures for assessing the appropriateness of, and modifying operational plans, in implementing this training.
5. Budget and Justification (1/2 page maximum):
- a) Include appropriate categories and costs.

Evaluation Criteria

CSTE will assemble a working group comprised of CSTE National Office Staff and/or state and federal partners to evaluate proposals. Funding awards will be made based on the quality and scope of the submitted proposal and population size.

- 1. Cover letter (5 points)
 - a) Overview of the proposal and the amount requested.
 - b) Full contact information (name/title/address/phone/email/fax) of all project coordinators.
- 2. Background and qualifications (20 points)
 - a) The applicant demonstrates familiarity with current and past state activities surrounding avian and pandemic influenza response and critical training needs.
 - b) The applicant demonstrates qualifications for leading the processes necessary to implement HPAI rapid response training in their own jurisdiction.
 - c) At least one project coordinator attended one of the three CDC/CSTE Avian Influenza Rapid Response Trainings conducted in early 2007.
 - d) Identification and discussion of the epidemiologic strengths and weaknesses of existing pandemic/avian influenza response activities.

3. Proposed activities (60 points)

- a) Description of the role and inclusion of non-public health partner agencies in the proposed activities.
- b) Proposed activities include training epidemiologists.
- c) Proposed activities include a multidisciplinary approach involving public health veterinarians and laboratory scientists.
- d) Submitting agency commitments are consistent with the purpose of this announcement.
- e) Proposed activities would enhance the rapid response of avian influenza and address the specific needs of the state or territory.
- f) Objectives for the funding period are adequate, specific, time-phased, measurable, realistic, and related to the purpose of this program.
- g) The likelihood that proposed activities for the funding period will contribute to achievement of the stated objectives.
- h) Ability of responders from different agencies and jurisdictions to meet face to face.
- i) Population size (for amount of funding determination purposes).

4. Evaluation Plan (10 points)

The extent to which evaluation plans are capable of monitoring progress toward achieving the objectives and any potential modification of operational plans.

5. Budget (5 points)

The extent to which the budget is reasonable and consistent with the purpose of the announcement and the proposed objectives for the program.

Proposal Submission and Deadline

Applicants must submit two original copies of their proposal to:

Patrick McConnon, Executive Director
Council of State and Territorial Epidemiologists
2872 Woodcock Boulevard, Suite 303
Atlanta, Georgia 30341

Completed proposals must be received at CSTE by close of business on **April 30, 2007**.

Background

CDC and CSTE along with the University of North Carolina Center for Public Health Preparedness developed a three day training course focused on the public health response of Highly Pathogenic Avian Influenza (HPAI) detected among poultry. If to occur, public health authorities will be required to detect and prevent potential cases of human infection, and will find it essential to work with non public health counterparts including Agriculture and Wildlife. This training course provided a context for officials working together with key agencies with different but related responsibilities during an HPAI outbreak. Members of the different responding agencies built understanding of

the roles and responsibilities and enlightened public health about the local and federal response required by Agriculture, Wildlife, laboratories and veterinarians in an HPAI situation.

Specifically, the topics included in this training were:

1. Recognizing and managing a human case of HPAI, including understanding the epidemiologic context for suspecting a case, clinical signs and symptoms, basic safety precautions, the management of those who have had contact with a human or animal case of HPAI, and the use of antivirals and vaccines.
2. Steps taken for HPAI surveillance among domestic and wild animals as well as among humans, including a delineation of the roles of Agriculture, Wildlife, and Public Health agencies.
3. Laboratory diagnosis and specimen collection, including safety precautions in the laboratory, suggestions for managing lab data, and information on available lab tests for avian influenza, as well as how to interpret them.
4. Avian influenza on the poultry farm, including modes of transmission, biosecurity measures, and occupational safety guidelines.
5. Investigating a human case of HPAI that may have been transmitted from person to person.
6. A case study bringing together skills and knowledge learned from this course, requiring the participants to walk through an investigation and response when HPAI is detected among poultry.

Additional Information

For additional information on this program, please contact:

Jennifer Lemmings, Deputy Director of Programs
jlemmings@cste.org
Council of State and Territorial Epidemiologists
2872 Woodcock Boulevard, Suite 303
Atlanta, Georgia 30341
Phone: 770-458-3811, Fax: 770-458-8516

ATTACHMENT 1

Letter of Intent to Submit a Proposal for Implementation of Avian Influenza Rapid Response Training

_____ of _____ (state) hereby informs the Council of State and Territorial Epidemiologists (CSTE) of the intent to submit a proposal for a contract to implement HPAI rapid response training in our state health agency. We expect to propose to CSTE support in the amount of \$_____ for the completion of this training implementation.

I am ☐ am not ☐ attaching a list of questions or items requiring further explanation.

I am ☐ am not ☐ attaching a request that CSTE consider additional information regarding the implementation of avian influenza rapid response training in my jurisdiction.

Contact Information:

Name: _____

Title: _____

Address: _____

Address: _____

City: _____

State: _____

Phone: _____

Fax: _____

E-mail: _____

Signature: _____ Date: _____

**PLEASE FILL OUT AND RETURN TO CSTE
NO LATER THAN CLOSE OF BUSINESS ON April 13, 2007**
