

September 26, 2025

# FUNDING OPPORTUNITY

**DEVELOPING A DISEASE INTERVENTION  
APPRENTICESHIP PROGRAM ALIGNED  
WITH NATIONAL STANDARDS AND THE  
CERTIFIED IN DISEASE INTERVENTION  
CREDENTIAL**



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

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# FUNDING OPPORTUNITY

## Objective

The primary objective of this Request for Proposals (RFP) is to identify and partner with an ASPPH member institution to:

- Conduct a feasibility study for a DI Registered Apprenticeship Program (RAP), evaluating the need, demand, and potential impact on strengthening the DI workforce pipeline.
- Design, develop, and register a RAP for DI professionals that aligns with national apprenticeship standards and the CDI credential, informed by findings from the feasibility study.

By meeting these objectives, the selected institution will play a critical role in advancing public health capacity and ensuring a resilient, responsive, and well-trained DI workforce nationwide.

## Eligibility

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

## Purpose and Background

The U.S. Centers for Disease Control and Prevention (CDC), through a funding award made to the Association for Schools and Programs for Public Health (ASPPH), is supporting the development of a voluntary certification program for disease intervention (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. As stated in the 2017 Public Health Accreditation Board (PHAB) Final Report to the CDC, the project aims to:

- 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 workforce.
- Recruit, train, and retain the DI workforce by strengthening educational pathways to DI professions and encourage adoption of the CDI credential.

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.

A DI 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, and collaboration with medical providers. 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.

A core component of this workforce development strategy is establishing a Registered Apprenticeship Program for DI professionals, as recommended by the CDI Certification Advisory Committee. This program will serve as a structured, scalable pathway to certification, integrating paid, supervised on the job training with formal classroom instruction aligned to the CDI credential.

## **Scope of Work**

The selected institution will conduct a feasibility study for a DI RAP and support the design and registration of a RAP for DI professionals. This effort will strengthen the public health workforce pipeline, expand career pathways into DI, and prepare apprentices for the CDI exam. The scope of work and associated funding are divided into two components: (1) Feasibility Study for a DI RAP and (2) Design and Registration of the RAP.

### **Component 1: Feasibility Study for a DI RAP**

The selected institution will be responsible for conducting a feasibility study to explore the establishment of a DI RAP, evaluating workforce needs, projected demand, and anticipated impact on strengthening the DI workforce pipeline and increasing uptake of the CDI credential. Activities should include, but are not limited to:

#### **1. Conduct Workforce Assessment**

- a. Analyze current and projected workforce needs for DI professionals.
- b. Assess employer demand and capacity to host apprentices

#### **2. Evaluate Stakeholder Engagement**

- a. Gather input from employers, practitioners, state apprenticeship agencies, and credentialing organizations to understand interest and barriers

#### **3. Assess for Program Alignment**

- a. Evaluate alignment of a DI RAP with national apprenticeship standards and the CDI credential
- b. Identify potential occupational frameworks and competencies

#### **4. Complete a Resource and Cost Analysis**

- a. Assess institutional and employer capacity to support program delivery
- b. Estimate start-up and ongoing costs, and identify potential funding sources

#### **5. Strategize for Equitable Access**

- a. Identify strategies to ensure equitable access and participation in the RAP
- b. Highlight approaches to support underrepresented groups in the DI workforce

#### **6. Feasibility Report**

- a. Produce a final report summarizing findings, feasibility, and recommendations to inform

RAP development.

## **Component 2: Design and Registration of the RAP**

The selected institution will be responsible for the design and registration of a nationally recognized RAP for DI professionals. Activities will include the following:

### **1. Disease Intervention Apprenticeship Framework**

- a. Develop a structured apprenticeship framework outlining program standards, competencies, curriculum elements, and training requirements, including:
  - i. Paid, progressive on the job training under experienced mentors
  - ii. Classroom-based Related Technical Instruction (RTI), delivered in-person, online, or in a hybrid format
  - iii. Integration of CDI-aligned competencies, knowledge, and skills

### **2. Apprenticeship Registration**

- a. Prepare and complete registration of the apprenticeship program with the U.S. Department of Labor (DOL).

### **3. Employer Toolkit**

- a. Develop a Disease Intervention Apprenticeship Toolkit for employers, providing guidance on program adoption, supervision, and implementation.

## **Deliverables**

**Component 1 deliverables** may include, but are not limited to:

- Final feasibility study report
- Participation in meetings as requested by ASPPH
- Monthly progress and financial reporting

**Component 2 deliverables** may include, but are not limited to:

- Disease Intervention Apprenticeship Framework
- Registration of the Registered Apprenticeship Program with the U.S. DOL
- Disease Intervention Apprenticeship Toolkit for employers
- Participation in meetings as requested by ASPPH
- Monthly progress and financial reporting

## **Period of Performance:**

The anticipated period of performance for this award is November 17, 2025 through September 29, 2026. This project includes two distinct components with the following estimated timelines:

Component 1 – Feasibility Study: November 17, 2025 – February 27, 2026

Component 2 – Design and Registration of the RAP: March 2, 2026 – September 29, 2026

## Funding

ASPPH intends to make one award to one recipient to complete both Components 1 and 2 of the funding opportunity. Funding will be awarded by component as outlined in *Table 1*. The initial award amount will fund Component 1 only. Component 2 funding will be awarded via amendment subsequent to the successful completion of Component 1 work plan and deliverables.

**Table 1: Funding for Components 1 and 2**

	Topic	Funding
<b>Component 1</b>	Feasibility Study for a Disease Intervention Registered Apprenticeship Program	Up to \$150,000
<b>Component 2</b>	Design and Registration for a Registered Apprenticeship Program	Up to \$350,000 to be awarded upon successful completion of Component 1 workplan and deliverables
<b>Total</b>	Up to \$500,000, to be awarded in two distinct phases	

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**.

## Key Dates

*Table 2* outlines key dates for the application and review process, as well as the estimated period of performance.

**Table 2: Key Dates**

Application Opens	<b>September 26, 2025</b>
Application Questions	<b>September 26, 2025 - October 10, 2025</b>
Intent to Submit Email Deadline	<b>October 10, 2025</b>
Application Submission Deadline	<b>October 24, 2025</b>
Review Period	<b>October 27, 2025 – November 10, 2025</b>
Notice of Selection Status	<b>November 10, 2025</b>
Estimated Project Periods	<b>Component 1: November 17, 2025 – February 27, 2026</b> <b>Component 2: March 2, 2026 – September 29, 2026</b>

## Intent to Submit

Please email [grants@aspph.org](mailto:grants@aspph.org) with your intent to submit by 5:00 pm (ET) on **October 10, 2025**. 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 non-binding but helps

ASPPH plan for the number of reviewers required based on expected applications.

## To Apply

To apply for this funding opportunity, please submit a single PDF application file 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 Narrative

The project narrative should address both Component 1 (feasibility study) and Component 2 (design and registration of RAP) and include the following sections:

- **Approach:** Provide a summary of your institution's proposed approach for Component 1 and Component 2.
- **Workplan:** Include separate workplans for Component 1 and Component 2 that include key objectives, activities, process and performance measures, lead staff, and a proposed timeline for completion.
- **Organizational Experience:** Describe your institution's experience with designing and implementing national apprenticeship and/or workforce development programs.
- **Organizational Capacity:** Describe your institution's capacity to complete the project within scope and timeline and the feasibility of the proposed approach. Include proposed project management approaches, as well as team members' qualifications and relevant expertise.

Format requirements for the project narrative:

- Maximum of 20 pages, each page numbered
- One-inch margins
- 1.5 line spacing

### 3. Line-item Budget and Budget Justification

- For each component, provide a line-item budget and budget justification.
- The requested budget amount for each component may not exceed the maximum funding amount identified in *Table 1: Funding for Components 1 and 2*.
- There is no page limit for the budget sections, and they will not be included in the Project Narrative page limit.
- The budget justification for each component 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 key personnel

Proposals must be submitted to ASPPH via email at [grants@aspvh.org](mailto:grants@aspvh.org) no later than 5:00 pm (ET) on **October 24, 2025**. All proposals must be submitted as a single file in PDF format. Proposals submitted in multiple files or formats will not be considered

Questions regarding the project can be sent to [grants@aspvh.org](mailto:grants@aspvh.org) between **September 26, 2025 – October 10, 2025**. ASPPH will publish responses to all submitted questions on the **Funding Opportunities website**.

## Review Criteria

Notice of Intent to Submit emails will be screened by ASPPH to confirm eligibility.

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):

- **20 points:** Demonstrated understanding of DI workforce needs, certification, and apprenticeship models.
- **40 points:** Relevant experience designing and implementing national apprenticeship and/or workforce development programs.
- **30 points:** Organizational capacity and feasibility of proposed approach to complete the project within scope and timeline.
- **10 points:** Feasibility and appropriateness of proposed budget to support the proposed work plan and intended outcomes.

## Acknowledgement of Federal Funding

This funding opportunity is supported through a financial assistance award from the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) 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*, Assistance Listing No. 93.318.

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.

## Disclaimer

ASPPH reserves the right to make changes to this RFP, including the option to delay or cancel this solicitation due to federal funding changes, and will provide reasonable notice to applicants. Information submitted in response to this RFP may be made publicly available, with the exception of confidential financial information.