Data Modernization Workforce Acceleration Initiative (WAI)

Date Issued: April 25, 2024

Date Updated: April 30, 2024 *(Update made to [list of eligible organizations](#) on page 3)*

Due Date:
Please complete the written application no later than Wednesday, May 8, 11:59 PM PST (Pacific Time)

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 for more information.

Program Description

The Centers for Disease Control and Prevention (CDC) is committed to equitably protecting the health, safety and security of Americans. 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 first cohort will include fewer than 10 PHAs that are prepared **for immediate onboarding and utilization of WAI placements to maximize length of support within the PHA.** 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 systems development 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 development team. In addition, the CDC Foundation will establish collaborative platforms and peer mentorship programs to foster engagement, knowledge sharing and troubleshooting among the 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 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 mid-June. This forum will help match interested candidates to agencies for hiring and placement. To maximize the success of the hiring forum, selected PHAs will be asked to join a series of trainings prior to June 6, 2024, 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 participating PHAs.

- Provide new WAI placements onboarding experiences that integrate the individual fully to the PHA team and create a supervisory structure supportive of the individual's development and project progress.
- 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.
- 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 projects and beyond.
- 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.

Cohort 1 Eligibility Criteria

WAI Cohort 1 seeks to support a diverse, national cohort of PHAs across jurisdiction types that will benefit most from rapid placement of WAI placements (for example, PHAs with an information systems improvement project plan but insufficient workforce to implement the project).

Within WAI Cohort 1, 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 public health authorities (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 Marianna 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
  - American Indian or Alaska Native tribal governments (Federally recognized)
  - American Indian or Alaska Native tribally designated organizations
- Have planned systems improvement project(s) consistent the Public Health Data Strategy (PHDS) goals that need additional staff to execute.*

- Have an individual with decision-making authority who oversees the PHA's information systems improvement, including the projects that would be supported by the WAI placements.*
- Are prepared to immediately onboard new, remote staff to the agency's information systems improvement team for the roles outlined in the "Request for WAI Informatics Placements" section of this application.*
- Have budget for non-personnel expenses related to the information systems improvement project(s) 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 projects, 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, projects that may be delayed for several months should not be included.
- Serve a population size of 300,000 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.

* Criteria marked with an asterisk will not apply to the next cohort. If your PHA is not eligible and/or is not selected for Cohort 1, it may apply to join the next cohort, the application for which will be released before June 30, 2024. The next cohort will not require that PHAs support remote staff, will not require as specific of a workplan for the WAI placements and will not require that an individual overseeing information systems improvement already be in place.

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 Monday, April 29 at 2 to 3 PM EST** to discuss the Cohort 1 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 **no later than 11:59 PM PST, Monday, May 6**. 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 60-minute presentation and interview

The following describes these two steps.

Step 1. Complete a written application

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Please complete the written application **by no later than 11:59 pm PST (Pacific Time), Wednesday May 8, 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.

Step 2. Participate in a 60-minute presentation and 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 a presentation and interview, a CDC Foundation team member will contact the Application Contact to schedule a session at one of the times selected within your written application. The CDC Foundation will complete all presentation/interviews for Cohort 1 by no later than Thursday, May 16, 2024.

The presentation/interview will be scheduled for 60 minutes and is intended to include the following:

- Key attendees from the PHA, including the individual overseeing the PHA's systems improvement efforts (required), and any other team members identified by the PHA.
- 20 minute presentation from the PHA to describe your systems improvement needs and outline the ways WAI placements will advance your efforts (see **Presentation Content** for additional information).
- Up to 40 minutes for the CDC Foundation team members to ask additional questions about your presentation or other aspects of your written application.

After applying the Review Criteria, final selections will be announced no later than Tuesday, May 21st.

Cohort 1 Timeline

Below is a summary of initial activities for Cohort 1.

Activity	Timeline
Cohort 1 request for applications released.	Thursday, April 25
Written applications due.	11:59 PM PST, Wednesday, May 8
60-minute presentation/interview sessions. *PHA applicants will be asked to select available times within the written application to ensure rapid scheduling.*	Monday, May 13 Tuesday, May 14 Wednesday, May 15 Thursday, May 16 (if needed)
Selected PHA applicants notified.	Tuesday, May 21

Activity	Timeline
PHA onboarding meetings with the CDC Foundation Team to finalize job descriptions, outline Memorandum of Agreement (MOA) steps and share recruitment and interview approach.	Tuesday, May 21 through Friday, May 31
Training activities with selected PHAs for upcoming Health Tech and Data Hiring Forum.	By Thursday, June 6
PHA interviews with high-caliber candidates.	Ongoing, to start the week of May 13
Health Tech and Data Hiring Forum.	Mid-June
WAI placements begin tenures at selected PHAs.	Ongoing, aim to have first team members start before end of May

Review Criteria

The CDC Foundation team will use the following criteria to select up to 10 PHAs for inclusion in WAI Cohort 1. 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.

If your PHA is not eligible and/or is not selected for Cohort 1, your application will be transferred to the applicant pool considered for Cohort 2. The Cohort 2 application will be released before June 30, 2024.

Category	Considerations	Weight
Meets key requirements	Confirms the following to be true: ● Have planned systems improvement project(s) that will develop the PHA's foundation for continued system improvements, are consistent with the CDC PHDS goals, and need additional staff to execute. ● Have an individual with decision-making authority who oversees the PHA's information systems improvement, including the projects that would be supported by the WAI placements. ● Have budget for non-personnel expenses related to the systems improvement project(s) that the requested WAI placements will support (e.g., system acquisition or other purchases). ● Already have or can quickly establish any approvals or agreements required for the projects, such as budget approval, legal agreements (e.g., data use agreements), contracts, or resource approvals (e.g., IT staff time). ● Serve a population size of 300,000 or more, unless the PHA is tribal or territorial. ● Can support full-time remote FTEs within team. ● Are prepared to immediately onboard new staff to the PHA's team for the roles outlined in this application.	Required

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Category	Considerations	Weight
PHA readiness to support new staff	Applicant demonstrates PHA information systems improvement leadership and team commitment to assuring the success of the system improvement project(s), availability of sufficient funds for the proposed project(s) and agency capacity to immediately onboard new WAI placements to the information systems improvement team.	35%
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.	30%
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%
Workplan and 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 (please refer to details here).	15%
Creation of a diverse, inclusive cohort	To ensure Cohort 1 reflects various levels of need, the CDC Foundation will engage a group representing different types and sizes of PHAs and varied locations nationally. Once top PHA candidates are identified, this criterion will be applied to ensure a diverse group. For example, if two top candidates are in the same state, the PHA with the higher score for the weighted criteria categories will be selected.	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/unit 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.

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) Business Classification
   j) 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?
6) How many FTEs does your PHA employ overall?

PHA Information Systems Improvement Leadership

7) **PHA prioritization**. On a scale of 1 (not at all) to 5 (to a great extent), to what extent does your agency prioritize information systems improvement?
   ● Not at all prioritized
   ● A little prioritized
   ● Somewhat prioritized
   ● Prioritized
   ● Prioritized to a great extent

8) Please describe the barriers your PHA faces in accomplishing your information systems improvement goals. (No more than 200 words.)

9) **Information systems leadership**. For WAI Cohort 1, selected PHAs must 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 answer the following questions about this individual.
   a) What is the title of the individual currently?
   b) Approximately what percentage of this individual's time (% FTE) is dedicated to leading information systems improvement?
   c) How long has this individual led systems improvement?
   d) Is the individual currently in that position as an interim or permanent appointment?

IT/Informatics Workforce Capabilities and Needs

10) **Current systems improvement FTEs**. How many FTEs (including agency staff <u>and</u> contractors) support your information systems, system development and system maintenance? Please consider individuals including technical staff, business analysts, those working on related training or change management, project leadership and oversight, etc.

11) **Current role types**. About how many of these FTEs 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)
   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)

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)

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)

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.)

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)

g) **Other** (please elaborate):

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.

The CDC Foundation expects that some agencies will need to add more than one WAI placement to successfully advance their plan or project(s). You may request up to five (5) WAI placements total within your application (e.g., either multiple FTEs for individual position types or multiple position types).

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 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) **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.):

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) **Selection of Presentation/Interview Times.** Below are times available for final applicant presentation/interview sessions. During these sessions, the CDC Foundation team will meet with the individual who leads PHA systems improvement as well as any other team members the PHA would like to join. **Please select all that apply**.

CDC Foundation team members will use your selections to identify times for final applicants and schedule a follow-up call on a secure Zoom platform.

Monday, May 13 at 9 AM, 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, 4PM EST
Tuesday, May 14 at 9 AM, 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, 4PM EST
Wednesday, May 15 at 9 AM, 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, 4PM EST

Narrative: Request for WAI Informatics Team Members

Within an attached narrative, respond to the following questions <u>for each requested position type</u>. Please do not combine your responses across position types. Use size 11 font or above.

   a) **Justification of need (Maximum 300 words).** Please explain why the requested staff are needed and how they will advance the implementation of your information systems improvement project.
   b) **Proposed plan for staff activities (Maximum 400 words).** Please share how the requested staff will be utilized, including deliverables for the staff and how the position will be integrated into your current systems improvement work.

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) <u>One</u> letter of support from the PHA/unit director demonstrating a commitment to support this work, including:
   ✓ 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) 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 projects, 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) by the PHA.
   ✓ Recognition that project(s) like this require time from program staff, IT staff and leadership to support and guide the project(s).
      o 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.

(Required) Organizational Chart. You can 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 presentation/interview session 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.*

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Presentation Content

Please note that if you are selected for a presentation/interview, you will be required to provide the following information within your 20 minute presentation.

A. **Broad description of current information system infrastructure.** Please describe your PHA's current information systems infrastructure, including a list of major systems, how IT is supported within your PHA (e.g., whether all systems are managed within the same office and/or team, if the team(s) that manage systems are located within or external to the PHA) and the level to which data processes are automated.
B. **Systems of focus in this application.** Please describe the current systems that will be impacted by the project(s) proposed within this application.
C. **Key challenges of current system(s) of focus in this application.** Please describe the key challenges that your PHA faces in using the systems intended to be impacted by the project(s) proposed within this application.
D. **Broad future vision.** Please describe your PHA's overarching vision for a future information systems infrastructure that addresses the priority challenges encountered in your current infrastructure and moves your PHA closer to PHDS goals.
E. **Implementation plan.** Please describe your PHA's plan–including major milestones–for achieving your broad future vision and discuss how the project(s) proposed within this application will move you towards that broader plan. Identify the greatest potential risks and how you might address them.
F. **PHA commitment to success of projects** and leader's ability to leverage WAI placements to achieve systems improvement goals for the proposed projects.

In addition, to help us assess your readiness to onboard new WAI placements, we will also ask that you briefly discuss the organizational chart submitted in your written application.

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