
REQUEST FOR PROPOSALS (RFP)

Activating Community Coalitions to Prevent Alcohol and Other Drug Use among LGBTQ+ and Other Youth in New York City

ISSUE DATE: August 21, 2019

RESPONSE DUE DATE: October 2, 2019

REPLY TO:

RELEASED BY

Fund for Public Health in New York
22 Cortlandt Street, 8th Floor, Suite 802 • New York, NY 10007
Phone: (646) 710-4860 • Fax: (212) 693-1856 • www.fphny.org

Program Overview

The purpose of this RFP is to select community coalitions demonstrating capacity to create community-level changes that reduce risk factors and promote protective factors to prevent alcohol and other drug use among lesbian, gay, bisexual, transgender and questioning/queer (LGBTQ+) and other youth. A coalition “is a voluntary, formal agreement and collaboration between groups or sectors of a community in which each group retains its identity but all agree to work together toward a common goal.”* Risk factors are conditions associated with increased likelihood of youth using alcohol and other drugs. Protective factors can lessen the impact of existing risk factors.†

Recent NYC survey data found that 14% of public high school students misused prescription drug or used illicit drug in the past year and 21% consumed at least one alcoholic drink in the past 30 days (current drinking). The prevalence of current drinking was higher among gay, lesbian, bisexual (GLB) youth (35%) than among heterosexual youth (20%) and that binge drinking was more than twice as likely among transgender youth (17%) compared with non-transgender youth (8%). The same survey found that the prevalence of opioid analgesic misuse in the past 12 months was higher among GLB youth (12%) and not sure youth (15%) compared with heterosexual youth (6%). Transgender youth (21%) were three times as likely to misuse opioid analgesics compared with non-transgender youth (7%).

This RFP will enable the New York City Department of Health and Mental Hygiene (DOHMH), using the Fund for Public Health in New York (FPHNY) as the fiscal agent, to provide financial and technical support to seven coalitions from the cohort that participated in *Building Community Capacity to Prevent Substance Misuse among LGBTQ and Other Youth in NYC*. This was a six-month community learning initiative and training program covering the core components of this initiative.

* <https://www.cadca.org/webform/start-new-coalition>

† <https://youth.gov/youth-topics/substance-abuse/risk-and-protective-factors-substance-use-abuse-and-dependence>

The purpose of this initiative is to **prevent or delay substance use initiation among LGBTQ+ and other youth** (primary prevention). Further, the public health model for this funding opportunity focuses on environmental prevention strategies such as changing policies or community conditions to reduce risk factors and promote protective factors. Therefore, proposals should focus on community level changes to the environment that may prevent or delay substance use initiation among LGBTQ+ and other youth.

The Bureau of Alcohol and Drug Use, Prevention, Care and, Treatment (BADUPCT) is committed to improving health outcomes for all New Yorkers including people of color, LGBTQ+ people, and individuals for whom these two identities intersect. We aim to explicitly incentivize health equity and discourage indifference, inaction and the maintenance of a status quo that is oppressive to people of color and members of LGBTQ+ communities. Our commitment with this RFP is to ensure that coalitions reflect the diversity of the youth in their communities and members of their coalition. Furthermore, we expect that community level changes will address risk factors associated with social inequity in their community.

Community coalitions are uniquely suited to creating community change. For example, policy changes within member organizations can combine to change community climate. Likewise, members with varied spheres of influence seeking broader policy change can represent different community concerns to decision makers. Evaluations of coalition efforts have shown that broader membership increases impact, therefore, we require each coalition to have active membership from at least six community sectors, ideally more. Potential sectors (or fields) from which to draw coalition members include health; education; law enforcement; government; business; youth; parents; media; human service; religion; service/fraternal; community activism; culture; LGBTQ+ or racial equity focused; sports and recreation. To receive funding, coalitions must demonstrate commitment from at least six members, each representing a different sector and entity (i.e. while a single organization may fit two sectors, it may only count as one member). At least one member of your coalition must come from an organization focused on serving LGBTQ+ populations. Additional members are encouraged, however, no extra scoring points will be allocated.

The goal of this initiative is to change the environment to prevent or delay initiation of substance use among LGBTQ+ and other youth so the proposed work should focus on school and community environments. Responses to this RFP must describe which risk and protective factors for substance use, from the lists below, your coalition will focus on changing. Each proposal must include at least three factors including at least one risk factor, one protective factor. Please explain the significance of these factors for LGBTQ+ youth.

Society can help improve outcomes for LGBTQ+ youth by addressing homophobia, transphobia, discrimination, and violence; building on their strengths; and fostering supports such as family acceptance and safe, affirming environments in schools and other settings.[‡] A positive youth development framework can strengthen the protective factors in their environment. These factors include caring adults, and engagement in school and community activities.[§]

Risk factors **	Protective factors
<ul style="list-style-type: none"> – Accessibility/ availability of alcohol and other drugs – Aggression toward peers – Bullying and harassment 	<ul style="list-style-type: none"> – Availability of safe, affirming spaces for LGBTQ+ youth – Clear expectations for behavior – Connectedness to adults outside of family – Early intervention rather than “zero-tolerance” policies

[‡] <https://youth.gov/youth-topics/lgbtq-youth>

[§] <https://www.hhs.gov/ash/oah/sites/default/files/lgb-youth-508.pdf>

** Adapted from <https://youth.gov/youth-topics/substance-abuse/risk-and-protective-factors-substance-use-abuse-and-dependence> with additions from Arthur MW, Brown EC, Briney JS, Hawkins JD, Abbott RD, Catalano RF, Becker L, Langer M, Mueller MT. Examination of Substance Use, Risk Factors, and Protective Factors on Student Academic Test Score Performance. *J Sch Health*. 2015 Aug;85(8):497-507 and <https://assets2.hrc.org/files/assets/resources/YouthSubstanceAbuse-IssueBrief.pdf?>

<ul style="list-style-type: none"> – Extreme poverty – Family conflict and rejection – Gender stereotyping – Interpersonal alienation – Laws and norms favorable toward use – Low commitment to school – Low neighborhood attachment – Minority stress – Norms and laws favorable toward alcohol use – Not college bound or attending college – Peers with positive attitudes toward drugs – Peer rejection – Perceived availability of drugs – School failure – Substance-using peers 	<ul style="list-style-type: none"> – Effective classroom management – Healthy peer groups – High academic standards – Opportunities for engagement with family, school, or community – Opportunities for exploration in work and school – Physical and psychological safety – Policies that address LGBTQ+ youth homelessness – Positive norms – Positive partnering between school and family – Positive teacher expectations – Presence of mentors and support to develop of skills and interests – Recognition for engagement within family, school, and community – School engagement
---	--

Complete proposals will include both a Community Needs and Assets Assessment Plan and a proposed Action Plan. DOHMH may require changes to either or both the Community Assessment and Action Plan prior to contract execution. Action Plans will be revisited after the completion of the Community Assessment to determine whether new or different risk and protective factors should be included.

Eligibility Criteria

An April 2018 coalition RFP revealed a lack of capacity for implementing initiatives to prevent substance use among LGBTQ+ youth. To fill that gap a five-month capacity building initiative called *Building Community Capacity to Prevent Substance Misuse among LGBTQ and Other Youth in NYC* was created. Through an RFP process 12 organizations entered into contracts to work with coalition partners to complete training and activities related to coalition development, working with LGBTQ+ populations, and creating community change to prevent initiation of substance use between February and June 2019. Only coalitions with a viable fiscal agent that participated in *Building Community Capacity to Prevent Substance Misuse among LGBTQ and Other Youth in NYC* are eligible to apply for these funds.

Application Timeline

The deadline for submission is October 2, 2019 by 11:59pm. Proposals must be submitted via email to: pbarrett@fphync.org. Late and/or incomplete proposals will not be accepted. Below is a detailed timeline of events related to this process:

EVENT	DATE
Release of Request for Proposals	August 21, 2019
Inquiry Period questions received after this time will not be answered	August 21– August 30, 2019
Q&A posted at http://fphny.org/whatsnew/rfps	September 3, 2019

Bidder's Conference (attendance strongly recommended) NYC DOHMH, Room 8-25 42-09 28 th St, Long Island City, Queens 11101 RSVP necessary for attendees. To RSVP, email agrasso@health.nyc.gov or dpanesar@health.nyc.gov .	September 10, 2019, 10:30a.m – 12:00 p.m.
Deadline for receipt of proposals	October 2, 2019
Notice of Award	October 9, 2019
Contract Start Date	October 30, 2019
Due date for last activity/deliverable of contract	June 30, 2020

No other contact with FPHNY or DOHMH personnel regarding this RFP is permitted in the period between the release of this RFP and the notice of award. Any oral communication shall be considered unofficial and non-binding with regard to this RFP and subsequent award.

Submission Requirements

Applications must include the following materials:

1. Completed Proposal Transmittal Sheet
2. Narrative application, not to exceed five (5) pages
3. Proposed Action Plan using templates in Appendix A & B
4. Proposed Community Needs and Capacity Assessment Plan using template in Appendix C
5. Budget and budget narrative
6. Letters of commitment

Selection Process

A selection committee at DOHMH will select organizations for funding through this RFP based on review of proposals including the information requested below. Aside from numerical scores, DOHMH reserves the right to make funding decisions that allow for geographical and population-based representation.

Please respond to questions in order and using the numbering and headings for sections one through six. Please number the sub-parts as well. The questions themselves do not need to be included.

- 1. Describe the coalition** (one page)
 - a. Please describe your coalition name, mission, when, why it was formed. Where and when does your coalition meet? Describe how your coalition mission meets the purpose of this RFP. **(10 points)**
 - b. How was the fiscal agent selected? What is the relationship between the fiscal agent (organization applying) and the coalition? How will the fiscal agent support the logistical and administrative needs of the coalition? **(5 points)**
- 2. Define the community** (one page)
 - a. Describe the priority populations among which initiation of substance use will be prevented or delayed as result of your work. Help us to understand who your community is by providing information such as: Where do they live, work or play? What are the structures and institutions with which they interact? What is the size of the identified population? **(10 points)**

- b. Describe the LGBTQ+ youth and specifically LGBTQ+ youth of color within the priority populations. **(5 points)**
- 3. Describe the members of your coalition** (one page plus letters of commitment)
At least one member of your coalition must come from an organization focused on serving LGBTQ+ populations.
- What will each member of the coalition do within their own sector to further the purpose of the coalition? Include a letter of commitment from each member/member organization describing their role. **(20 points)**
 - How will the people who participated in *Building Community Capacity to Prevent Substance Misuse among LGBTQ and Other Youth in NYC* contribute to the ongoing coalition? **(5 points)**
 - How will you center and engage LGBTQ+ youth, youth of color, and other hard to reach populations in developing and carrying out prevention activities? **(10 points)**
- 4. Proposed Action Plan** (one page of narrative plus up to six pages of proposed plan using template)
- Which risk and protective factors will your coalition address through environmental change and why? Identify three or more factors, including at least one risk factor, one protective factor. Each proposal must include at least three factors including at least one risk factor, one protective factor. Please explain the significance of these factors for LGBTQ+ youth. **(5 points)**
 - Use the templates in Appendices A and B to describe how coalition members will address the selected factors. **(10 points)**
 - How will coalition activities attempt to change institutions and policies (systems of power) that influence risk and protective factors in your selected community? **(5 points)**
- 5. Plan for Community Assessment** (1/2 page of narrative plus up to three pages of plan using template)
- What specific community issue(s) will you be assessing? How will you use this information to update the Action Plan moving forward? **(5 points)**
 - Based on what you learned in the Community Assessment training and follow up activity, how will you gather information to better describe or track risk and protective factors that are important to the priority population in the identified community? Please use the template in Appendix C. **(10 points)**
- 6. Budget and Staffing** (no page limit, unscored)
- Please create a nine month budget for FY20 (September 2019 – June 2019)
 - Include a budget narrative (see template)
 - Attach a job description if appropriate

Submission Instructions

a) Submission Date, Time, and Format

Responses must be submitted electronically. Please format all documents submitted in response to this RFP in .pdf (Portable Document Format). Proposals must be e-mailed to the following address, **no later than October 2, 2019 - 11:59 PM EST.**

Attn:

Subject: **Activating Community Coalitions to Prevent Alcohol and Other Drug Use among LGBTQ+ and Other Youth In New York City**

E-mail: pbarrett@fphnyc.org

Responses received after **October 2, 2019 - 11:59 PM EST** may not be reviewed.

Applications received after the deadline may be disqualified from funding consideration.

It is the responsibility of the submitting organization to ensure delivery of the application to FPHNYC at the above email address by the submission deadline. A confirmation of receipt of the required electronic submission (via email) of specific sections of the application and other documents will be sent by email.

RFP Communications and Q&A

Potential respondents may send any questions or comments to:

Attn

Subject: **Activating Community Coalitions to Prevent Alcohol and Other Drug Use among LGBTQ+ and Other Youth in New York City**

E-mail: pbarrett@fphnyc.org

All questions must be received between August 21, 2019 and August 30, 2019

The answers will be made available by September 3, 2019 on our website

<http://www.fphnyc.org/get-involved/rfps/>.

No other contact with FPHNY or DOHMH personnel regarding this RFP is permitted in the period between the release of this RFP and the notice of award. Any oral communication shall be considered unofficial and non-binding with regard to this RFP and subsequent award.

Scope of Services

Between October 30, 2019 and June 30, 2020, selected organizations will be funded to complete at minimum the following activities with support from DOHMH:

1. Conduct a thorough Community Assessment, including qualitative and quantitative data, identifying community assets and needs from a variety of perspectives. The assessment will be based upon the plan approved by DOHMH prior to contract execution.
2. Review and revise Action Plan based on Community Assessment findings.
3. Implement activities included in agreed-upon Action Plan. These activities must be completed by at least six different coalition members.
4. Meet at least six times per year so that coalition members can share their experiences, trouble-shoot with one another, track progress and update the Action Plan as appropriate.
5. Submit monthly reports on Action Plan progress to DOHMH, with supporting documentation.

DOHMH Responsibilities

To help with project implementation, DOHMH will provide programmatic support in addition to funding. This proposal is for the first year of funding. We reserve the right to increase the length of contracts and intend to fund the selected coalitions beyond the first year. All funding is contingent upon availability of funds and satisfactory performance. DOHMH will

- Participate in all coalitions to hear directly from members and provide data and other information that supports evidence-based strategies as needed.
- Hold trainings for and provide technical assistance to key coalition staff and stakeholders.
- Provide updated and local data to coalitions as it is released by our research and surveillance staff.

Funding and Payment Structure

The total anticipated funding amount is \$630,000, up to \$90,000 per funded coalition. DOHMH and the FPHNY reserve the right to make additional awards and/or change the value of awards based on funding availability. Payments will consist of milestone payments that will be developed from the approved Community Assessment and Action Plans. Please submit a budget with your proposal showing how you intend to use these funds along with a budget narrative (see template).

Funding Limitations/Restrictions

Funds from this grant may be used to support coalition activities. Allowable expenses include administrative support and meeting and communication expenses as well as expenses incurred in creating structural change (e.g. postage or travel).

Funds may not be used for staff to carry out the plan. Staffing support to the coalition should be focused on organizing meetings and communicating with coalition members, rather than carrying out programmatic activities.

Members and the organizations/groups they represent are responsible for carrying the mission forward. For example, members will contribute needs assessment data from their sectors, which a staff person may compile for discussion at a meeting; but the staff person is not be responsible for collecting the data. Letters to the editor or other communication supporting community change efforts will be written and signed by members, not coalition staff. Coalition members will meet with decision makers (and may be reimbursed for costs).

General Disclosures

A. Right to Reject Proposals

The Fund for Public Health in New York City may reject any or all proposals received and may ask for further clarification or documentation. Submitted information that does not respond to all items in this RFP may be excluded from further consideration and alternative information packages may not be considered.

B. The Fund for Public Health in New York City may decline to review an application in the event the respondent submits a response after the submission deadline and/or any disparity is found during the evaluation process.

C. Costs

The respondent will be solely responsible for any costs incurred in preparing, delivering, or presenting responses to this RFP. Respondents will not be reimbursed for any costs incurred in preparing proposals.

D. Fulfillment of Requirements

By submitting an information package, the respondent acknowledges that the respondent has read and understands this RFP and is capable of fulfilling all requirements.

E. Submitted Information

Once submitted, responses will be the property of FPHNYC and will not be returned.

F. Right to Amend, Cancel this RFP, or Solicit a New RFP

FPHNYC may amend or cancel this RFP at any time, without any liability to FPHNY, and/or DOHMH. FPHNYC or DOHMH may solicit new requests for information and/or proposals regarding the services addressed in this RFP at any time.

G. Amount of Business

FPHNY does not guarantee to any specific amount of business or revenue as a result of this RFP.

H. Security and Confidentiality

Respondents should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide appropriate justification for why such materials, upon request, should not be disclosed by FPHNYC. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by FPHNYC.

I. Insurance Certificate and A-133 Audit Information

Selected institutions will need to provide proof of liability insurance (including Worker's Compensation) and its most recent certified financial audit report (reports prior to 2013 will not be accepted for review), including A-133 Audit, if applicable. For audit years beginning after 12/26/14, an A-133 Audit is required if your organization expends \$750,000 in federal funds in the year. For prior audit years the requirement for A-133 was \$500,000 in federal funds during a given year.

Appendix A

Proposed Action Plan to Address a Risk Factor

Risk factor of Interest <input type="checkbox"/> Accessibility/ availability of alcohol and other drugs <input type="checkbox"/> Aggression toward peers <input type="checkbox"/> Bullying and harassment <input type="checkbox"/> Extreme poverty <input type="checkbox"/> Family conflict and rejection <input type="checkbox"/> Gender stereotyping <input type="checkbox"/> Interpersonal alienation <input type="checkbox"/> Laws and norms favorable toward use <input type="checkbox"/> Low commitment to school		<input type="checkbox"/> Low community attachment <input type="checkbox"/> Minority stress <input type="checkbox"/> Norms and laws favorable toward alcohol use <input type="checkbox"/> Not college bound or attending college <input type="checkbox"/> Peers with positive attitudes toward drugs <input type="checkbox"/> Peer rejection <input type="checkbox"/> Perceived availability of drugs <input type="checkbox"/> School failure <input type="checkbox"/> Substance-using peers			
	Activity: What activities will the coalition conduct to address this risk factor?	Timeline: How long will the activity take and when will it be completed?	Lead person and key partners: Which member will lead the activity and which others will contribute?	Process: How will you document or report what is done?	Outcome: How do you expect this will affect LGBTQ+ and other youth?
<i>Sample</i>	<i>Work with stores to move alcohol away from child-friendly products</i>	<i>Ongoing starting in September 2019.</i>	<i>BID will lead because of business relationships. Beacon will bring youth.</i>	<i>BID will keep a list of businesses that have agreed.</i>	<i>They will be less inclined to drink because of decreased exposure.</i>

Appendix B

Proposed Action Plan to Address a Protective Factor

Protective factor of Interest
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Availability of safe, affirming spaces for LGBTQ+ youth <input type="checkbox"/> Clear expectations for behavior <input type="checkbox"/> Connectedness to adults outside of family <input type="checkbox"/> Early intervention rather than “zero-tolerance” policies <input type="checkbox"/> Effective classroom management <input type="checkbox"/> Healthy peer groups <input type="checkbox"/> High academic standards <input type="checkbox"/> Opportunities for engagement with family, school, or community <input type="checkbox"/> Opportunities for exploration in work and school </div> <div style="width: 48%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Physical and psychological safety <input type="checkbox"/> Policies that address LGBTQ+ youth homelessness <input type="checkbox"/> Positive norms <input type="checkbox"/> Positive partnering between school and family <input type="checkbox"/> Positive teacher expectations <input type="checkbox"/> Presence of mentors and support to develop of skills and interests <input type="checkbox"/> Recognition for engagement within family, school, and community <input type="checkbox"/> School engagement <input type="checkbox"/> School policies and practices to reduce bullying </div> </div>

	Activity: What activities will the coalition conduct to increase or improve this protective factor?	Timeline: How long will the activity take and when will it be completed?	Lead person and key partners: Which member will lead the activity and which others will contribute?	Process: How will you document or report what is done?	Outcome: How do you expect this will affect LGBTQ+ and other youth?	
<i>Sample</i>	<i>Creating/labeling gender-neutral restrooms</i>	<i>Starting in September will be ongoing with more organizations.</i>	<i>Yapa will do this first. Followed by Loom, Wrap and any other members with single-stall restrooms.</i>	<i>Each organization that re-labels its restrooms will notify the coordinator who will keep a tally.</i>	<i>TGNC youth will feel more welcome and accepted.</i>	<i>Sample</i>

Appendix C

Plan for Community Needs and Capacity Assessment

Where will you get the data? What is the source?		What information will you gather?	How long will it take to gather the data? By when will it be gathered?	Who: Which coalition member will take the lead and which others will contribute?	How will the information be compiled and analyzed?	Why? How will the coalition use the information?
<i>Sample only</i>	<i>Proposals submitted to FPHNY</i>	<i>Coalition descriptions, community descriptions, action plans and assessment plans</i>	<i>One month: July – August 2019</i>	<i>DOHMH/BADUPCT - Lead FPHNY - Key Partner</i>	<i>FPHNY will collect the proposals. DOHMH staff will review and score them.</i>	<i>It will inform funding decisions and TA and training to be offered</i>