

Request For Proposals Frequently Asked Questions

Take Care New York 2024 Community Engagement – Broad Outreach Partners

Eligibility

1. Do I have to be 18 or older to apply?

Yes.

2. Do I need to have education, expertise, or program experience in public health to facilitate these activities?

No, these activities are meant to engage community members in a broad conversation about health. We encourage all types of organizations and individuals to apply. Creating a healthier city requires participation from all of us.

3. How many events can I apply for?

You can apply for up to 4 events, but they must be in different Community Districts or the target population must be different. Please note that DOHMH reserves the right to award funding based on the expected attendance/coverage of events and proposed neighborhoods. DOHMH will determine which events will be selected per application, awardees may be funded to do fewer than the total number of proposed events based on neighborhood selection, expected attendance, and event type.

4. Do these activities have to be conducted at large events?

The proposed events must have an expected attendance of 100 people.

5. Do all the proposed events have to take place in different Community Districts or neighborhoods?

No, but if they are happening in the same Community District or neighborhood then they must be targeting different populations (i.e. Seniors, youth, immigrants, LGBTQI+, people with disabilities, etc.).

6. Our grassroots organization does not have a 501 (3) c status, am I eligible to apply?

Yes, anyone can apply to be a Broad Outreach Partner even if they don't have a 501 (3) c status. Organizations with fiscal sponsors as well as any individual with a Social Security number is eligible to apply.

7. Will you select two organizations that want to engage community members in the same neighborhoods?

Our goal is to have TCNY 2024 broad outreach efforts in as many neighborhoods and communities as possible to engage the maximum number of community members. If we have multiple applications from the same area, applicants will be selected based on target population, event type, and expected attendance.

8. If I apply for four events, will I be selected for all of them?

Some applicants may be selected for fewer events than the total proposed number based on neighborhood selection, expected attendance, and event type.

Request For Proposals Frequently Asked Questions

Take Care New York 2024 Community Engagement – Broad Outreach Partners

9. Can I propose more than four events in the application?

No, applicants are invited to propose up to 4 events in the application.

10. Can I apply to engage people in these activities at a new event that has not been done before?

Yes, you can apply to take part in events that are not recurring as long as they meet the application's criteria for outreach and expected attendance, as described in the workplan.

11. Can I apply for an event where the date is to be determined?

Yes, as long as they meet the application's criteria for outreach and expected attendance, as described in the workplan.

Broad Outreach Toolkit Activities

12. What kind of activities are in the Broad Outreach Toolkit?

We are currently working with a technical assistance provider to develop interactive and engaging activities. After determining the RFP awardees, there will be an orientation to introduce, pilot and test these activities with the awardees. Awardees will be asked to provide feedback to support the refinement and finalization of the toolkit activities.

13. What if I need translations for the activities?

Awardees will be asked to tell the Health Department what languages the materials should be translated in for their community districts or neighborhoods. The Health Department will work with their vendor to provide translated materials in the appropriate languages.

14. Will these activities be easy to transport?

Yes, activities will be portable and designed to be easily carried on public transportation. During the orientation meeting, awardees will have an opportunity to provide feedback to refine and finalize the toolkit.

15. Can I do these activities for only a portion of the proposed event(s)?

Yes, these activities can be done alongside any other agenda items. Awardees can use these activities as an icebreaker to engage community members or as a closing activity. Awardees can talk about other services and have these activities as part of a larger conversation.

16. How many activities will be in the toolkit? Will I have to use all of them at my proposed event(s)?

We are working with a technical assistance provider to develop 3-4 activities in the broad outreach toolkit. Organizations will have the flexibility to determine which activity(ies) to use with their

Request For Proposals Frequently Asked Questions

Take Care New York 2024 Community Engagement – Broad Outreach Partners

communities. We strongly encourage that all of the activities are used to engage community members, but we understand that some activities may not be suitable for certain event types.