

**Fund for Public Health in New York City
Request for Proposals (RFP) for
Public Health Corps COVID-19 Disparities Initiative
Addendum #2**

September 13, 2021

The purpose of this Addendum #2 is to revise RFP eligibility requirements, competition neighborhoods, availability of funds, and the anticipated contract payment structure.

Except as otherwise stated in the attached and by any prior or subsequent Addenda to the above-referenced RFP, the solicitation remains unchanged.

Please note that the submission due date for applications has been extended to September 24, 2021 at 11:59 p.m. EST.

I. Extension of RFP Application Deadline:

The RFP timetable has been revised to extend the application deadline from September 17, 2021 to **September 24, 2021 at 11:59 p.m. EST.**

Please see revised timetable below:

Request for Proposals (RFP) Release	August 24, 2021
Applicants' Conference (Remote and Recorded)	August 31, 2021 from 2:30pm – 3:30p.m. EDT
Deadline for Written Questions	September 3, 2021 at 11:59 p.m. EDT
Q&A Posted	September 13, 2021
Application Deadline	<u>September 24, 2021</u>
Expected Funding Notification*	October 11, 2021
Expected Project Start Date*	November 1, 2021 and January 1, 2022

II. Changes to RFP language:

An amended version of the RFP has been posted and can be accessed at: <https://fphnyc.org/get-involved/requests-proposals/>.

Changes to the RFP have been documented as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added. All changes have been highlighted in yellow.

The revised sections of the RFP have also been included below.

RFP Section 1.2 Competitions revision:

A total of 9 awards will be made for Competition A, one for each of the neighborhoods listed below. For zip codes included in each neighborhood, please refer to the [United Hospital Fund Neighborhoods index found here, or in Appendix A.](#)

[Please note the changes in Competition A neighborhoods highlighted below:](#)

- 102 – NorthEast Bronx
- 105 – Crotona Tremont
- 204 – East NY
- 208 - Canarsie -Flatlands
- 302 - Central Harlem
- 303 - East Harlem
- **408 – Jamaica**
- 410 – Rockaway
- 501/502 – Stapleton, St. George and Port Richmond

Competition B

A total of 11 awards will be made for Competition B, one for each of the neighborhoods listed below. For zip codes included in each neighborhood, please refer to the [United Hospital Fund Neighborhoods index found here, or in Appendix A.](#)

[Please note the changes in Competition A neighborhoods highlighted below:](#)

- 103 – Fordham - Bronx Park
- 106 – High Bridge - Morrisania
- 107 – Hunts Point - Mott Haven
- 206 – Borough Park
- 207 – East Flatbush – Flatbush
- 210 – Coney Island - Sheepshead Bay
- 301 – Washington Heights – Inwood
- 309 – Union Square - Lower East Side
- **402 – West Queens**
- 403 – Flushing – Clearview
- 504 – South Beach-Tottenville

Changes made to the Competition A and Competition B neighborhoods reflect the latest data available on racial and ethnic disparities in COVID-19-related illness and death within these neighborhoods. The changes ensure that the highest need communities are prioritized in allocating funding and resources.

For the RFP, organizations currently contracted under other PHC/DOHMH-led COVID-19 initiatives such as the Vaccine Equity Partner Engagement (VEPE) Project and the Test and Trace (T2CB), may apply for neighborhoods they are currently funded to serve but the projected start date for those neighborhoods will be January 2022.

RFP Section 1.3 Applicant Eligibility revision:

Interested and qualified Applicants that can demonstrate their ability to successfully provide the services outlined in Section II, Scope of Services, of this RFP are invited to submit a proposal, provided they meet the following minimum requirements:

- Applicants must be a Community or Faith-Based Organization (C/FBO) with 501(c)(3) nonprofit status.
 - Applications will be accepted from organizations working jointly or as part of coalitions with up to four (4) members, including the lead applicant organization.
 - If applying as a coalition, one organization must serve as the lead applicant when submitting a proposal. However, all coalition organizations must have 501(c)(3) nonprofit status. If a coalition of organizations has associated under a single 501c3 umbrella, and all the staff and deliverables will be responsibility of that 501c3 with no delegation to other organizations, this will be considered a single applicant, and not a coalition for purposes of this application.

- Applicants must be physically located in the neighborhood(s) they propose to serve:
 - Applicants must have programs and services in the eligible neighborhood(s) they propose to serve;
 - Applicants must have a public-serving site in the neighborhood(s) they propose to serve; AND
 - If applying as a coalition, only the lead applicant must meet this requirement. Additional member organizations may be located outside of the neighborhood they propose to serve.

- Applicants, including coalition organizations, must be willing to be advertised as a network hub for navigation of COVID-19 services and information for the selected neighborhood and serve any community members in the catchment area beyond its current client base.

- Applicants, including coalition organizations, must be committed to having collaborative, non-competitive, relationships with contractors from other COVID-19 initiatives in their catchment area with whom they may share similar deliverables.

- Applicants, including coalition organizations, must have existing staff in Community Health Worker (CHW) or related roles and existing institutional relationships to engage with key stakeholders and residents alike in the neighborhood. CHWs or related staff must be able to engage individuals for person-level services, as well as engage partners for network strengthening/building.

RFP Section 1.4 Availability of Funds revision:

Funding for Competition A will be awarded according to the following:

Type of Applicant	Maximum Funding Amount	Contract Period	Expected Start Date
All Applicants applying to serve a neighborhood for which they are not currently funded through a PHC/DOHMH-led COVID-19 initiative	\$2,185,000	November 2021- May 2023	November 1, 2021

T2 and VEPE funded organizations applying to serve a neighborhood for which they are currently contracted under the Test and Trace initiative	\$1,955,000	January 2022- May 2023	January 1, 2022
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Funding for Competition B will be awarded according to the following:

Type of Applicant	Maximum Funding Amount	Contract Period	Expected Start Date
All Applicants applying to serve a neighborhood for which they are not currently funded through a PHC/DOHMH-led COVID-19 initiative	\$920,000	November 2021- June 2022	November 1, 2021
T2 and VEPE funded organizations applying to serve a neighborhood for which they are currently contracted under the Test and Trace initiative	\$690,000	January 2022- June 2022	January 1, 2022

As shown above, contract start dates will be delayed and award amounts reduced for T2 and VEPE funded organizations if selected for a neighborhood they are currently serving under Test and Trace or the Vaccine Equity Partner Engagement Project. This is due to T2 and VEPE contractors having already received funding under T2 and VEPE to hire and onboard staff as well as begin working on outputs that will contribute to first quarter deliverables for the COVID-19 Disparities Initiative.

If applying as a coalition, at least 51% of funding must remain in the awarded neighborhood, with the lead applicant and any coalition organizations physically located in the neighborhood. No more than 49% of funding awarded may be allocated to coalition organizations that do not have a physical site in the neighborhood.

All recipients are expected to be operational as soon as possible following contract execution.

RFP Section 1.10 Contract Payment Structure revision

If applying as a coalition, at least 51% of funding must remain in the awarded neighborhood, with the lead applicant and any coalition organizations physically located in the neighborhood. No more than 49% of funding awarded may be allocated to coalition organizations that do not have a physical site in the neighborhood.

RFP Section III Completing the Application

To be considered for an award, Applicants must submit their completed application by September 24, 2021 at 11:59 p.m. EDT. All applications must be submitted online via Survey Monkey using the following link: <https://www.surveymonkey.com/r/M2J3YR8>

An amended version of the COVID-19 Vaccine Equity Partner RFP has been posted and can be accessed at: <https://fphnyc.org/get-involved/requests-proposals/>. Changes within the RFP have

been documented as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added. All changes have been highlighted in yellow.

II. Changes to Applicant's Guide:

An amended version of the Applicant's Guide for the COVID-19 Vaccine Equity Partner RFP has been posted and can be accessed at: <https://fphnyc.org/get-involved/requests-proposals/>.

Changes to the RFP have been documented as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added. All changes have been highlighted in yellow.