

**Fund for Public Health in New York City
Request for Proposals (RFP) for
Public Health Corps COVID-19 Disparities Initiative
Addendum #3**

September 22, 2021

The purpose of this Addendum #3 is to extend RFP application deadline, extend the expected notification date, extend the expected contract start date, revise availability of funds, revise direct cost budget guidance in the RFP Application Guide, and to add submission of audited financial statement.

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 October 4, 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 24, 2021 to **October 1, 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>October 4, 2021</u>
Expected Funding Notification*	<u>October 18, 2021</u>
Expected Project Start Date*	<u>November 15, 2021</u> 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/>.

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

RFP Section 1.1 RFP Timeline revision:

Request for Proposals (RFP) Release	August 24, 2021
Applicants' Conference (Remote and Recorded)	August 31, 2021
Budget Information Session	September 2, 2021
Deadline for Written Questions	September 3, 2021
Q&A Posted	September 13, 2021
Application Deadline	October 4, 2021
Expected Funding Notification*	October 18, 2021
Expected Contract Start Dates**	November 15, 2021 and January 1, 2021 depending on type of applicant

*Funding notification and contract start dates are target dates only. FPHNYC may amend the schedule as needed.

RFP Section 1.4 Availability of Funds revision:

Funding for the Public Health Corps COVID-19 Disparities Initiative is made possible by the Centers for Disease Control and Prevention (CDC) and the New York City Department of Health and Mental Hygiene (DOHMH) and will be administered through the Fund for Public Health in New York City (FPHNYC).

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	\$2,403,500	November 2021- May 2023	November 15, 2021
T2 and VEPE funded organizations applying to serve a neighborhood for which they are currently contracted under the Test and Trace initiative	\$2,150,500	January 2022- May 2023	January 1, 2022

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	\$1,012,000	November 2021- June 2022	November 15, 2021
T2 and VEPE funded organizations applying to serve a neighborhood for which they are	\$759,000	January 2022- June 2022	January 1, 2022

currently contracted under the Test and Trace initiative			
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RFP Section 1.9 Submission Instruction revision:

Completed applications are due no later than **October 4, 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/8KTGXZZ>.

RFP Section III: Completing the Application revision:

To be considered for an award, Applicants must submit their completed application by **October 4, 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>

The application consists of the following sections:

- Section I: Applicant Eligibility Attestations
- Section II: Applicant Information
- Section III: Organization Qualifications
- Section IV: Type of Application
- Section V: Capacities and Plan – complete this section using Attachment D and upload in Survey Monkey
- Section VI: Proposal Budget and Audited Financial Statement
 - Complete the budget using the template provided on the FPHNYC website and upload in Survey Monkey
 - Upload audited financial statement in the space provided in Survey Monkey

An amended version of the Public Health Corps COVID-19 Disparities Initiative 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 Public Health Corps COVID-19 Disparities Initiative RFP Application Guide has been posted and can be accessed at: <https://fphnyc.org/get-involved/requests-proposals/>.

RFP Application Guide Section IV: Budget and Audited Financial Statements:

All applicants must submit a line item budget and a copy of their audited financial statement with their application. The budget should include all personnel and other than personnel costs proposed for this contract. Attachment F: Budget Proposal Form can be found here: <https://fphnyc.org/get-involved/requests-proposals/>. Below are instructions for completing and uploading the budget and the audited financial statement into Survey Monkey.

Competition A

Applicant	Number of Months	Contract Period	Max amount
Applicants applying to serve a neighborhood for which they are not currently funded through a DOH-led COVID-19 initiative	18.5 months	November 2021 – May 2023	\$2,403,500
T2 or VEPE organizations applying to serve a neighborhood for which they are currently contracted under the Test and Trace initiative	17 months	January 2022 - May 31, 2023	\$2,150,500

Competition B

Applicant	Number of Months	Contract Period	Maximum Budget
Applicants applying to serve a neighborhood for which they are not currently funded through a DOH-led COVID-19 initiative	7.5 months	November 2021 – June 2022	\$1,012,000
T2 or VEPE organizations applying to serve a neighborhood for which they are currently contracted under the Test and Trace initiative	6 months	January 2022 – June 2022	\$759,000

OTPS (Other Than Personal Services) Expenses

1. Applicants should list all OTPS expenses individually. OTPS costs can include additional costs that go into operating the program, such as travel, office supplies, including tablets, laptops, or other IT technology needed to staff to carry out program activities, program supplies, and printing. All OTPS costs should be directly related to carrying out program activities.
2. Rent/space and utilities – if rent/space and utilities are not included in an applicant’s indirect, the applicant may include a percentage of that cost as a direct cost. Applicant must attach a separate document with their budget describing the methodology for calculating the direct rent/space and utilities costs to this project.

Unallowable OTPS costs:, meals/food, entertainment costs, large equipment and construction

Audited Financial Statement

All applicants must upload a copy of their latest audited financial statement in the space provided in SurveyMonkey. If applying as a coalition, only the lead applicant must provide their

audited financial statement. If your organization does not have an audited financial statement, please upload a document stating why your organization is not required to have one.

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