Public Health Corps Covid19 Disparities Grant RFP Questions

Deliverables Questions

1. Listening sessions are to involve 5% of catchment adults- can you explain further? That seems like a lot of people
   a. We don't expect 5% of the adults to be reached in the first quarter listening sessions; it's a target for the entire duration of the agreement. However, we do want to see evidence in the first quarter that organizations have a clear plan for involving 5% of adult population in these listening sessions, including strategies for outreach and engagement.

2. Can you provide more clarity on related roles if not CHWs that are expected to be on staff?
   a. CHW is being used as an umbrella term for describing public health and social service workers. Other roles, such as community organizers, peer workers, or patient navigators will be acceptable to meet the eligibility criteria.

3. Once funding is granted, will you have to use the same CHW people currently employed?
   a. No, it is not required that organizations utilize currently employed CHWs for this project. The CHW requirement was included to ensure organizations understand and have experience running programs with a CHW workforce and can build the team needed to complete this work.

4. For partner engagement – explain what existing coalition means? Does this mean participating in an existing coalition or will DOHMH be creating a coalition?
   a. Our goal is to support existing infrastructure rather than create parallel structures. If there are already partnerships being built around COVID-19 in your neighborhood, organizations should join and build on existing coalitions. If there aren't any existing coalitions in the neighborhood, we are looking for organizations to bring together other stakeholders working on COVID-19 to coordinate and collaborate.

5. Community asset mapping – are we to update on a monthly basis resource and neighborhood asset inventories? so it's just ongoing community mapping, correct?
   a. Yes, the quarter 1 deliverable is for organizations to start up this resource. DOHMH will provide support and technical assistance in this process. Ongoing, organizations will be required to update the resource guides on a monthly basis.

6. Will current outreach staff through T2 satisfy the need for CHWs and existing staff?
   a. Yes

7. Can required Listening Sessions and weekly Education Sessions be held at the same gathering-- with a 2-part event, for example?
   a. Yes

8. Per pp 11-12 of RFP, what "already produced assessments" are intended to be used in the report that guides creation of the Dashboard?
   a. The health department will supply to each vendor the health assessments known to us that have been done recently in that community. These may include Take Care New York assessments, neighborhood plans, and Community Service Plans.

9. Per p12, is there a required format for the Dashboard; eg, Excel workbook, online document, etc.?
   a. At this time there is no pre-determined format for the dashboard, but a template may be created for contractors.

10. Many people who work as peer educators, navigators, outreach workers etc have income limitations and can only work part-time and not at the described salary. How will we include these key people as CHWs in our programs?
    a. Our staffing and salary requirements are Full Time Equivalent (FTE), this means that if the person works half time, then they are a 0.5 FTE, and their salary should be at least 50% of the $49,000 part time (i.e. at least $24,500).

11. Competition B grants that are only 6-months. Would mean that after the 6-week start up period, to follow clients for 3 months as directed , these grantees could only enroll clients for 6 weeks?
    a. Competition B grants are 6-8 months depending on type of applicant. The enrollment of clients should be until the end of the program; however, monitoring periods would only be reportable to DOHMH until the end of the contract.

12. Are organizations that already have paid staff preferred/required, or can organizations simply commit to hiring staff to oversee the outreach workers, etc?

a. One of the eligibility requirements is that applicants must have <u>existing staff</u> in Community Health Worker (CHW) or related roles. It is acceptable to hire additional staff upon notice of the award.

13. Are contractors required to load data onto city platform?
    a. Yes. Reporting for the program will be done via a Salesforce platform, and additional data collection tools may be required through the duration of the grant.

14. If we already have a test & trace program, can keep the staff we already have and not add on CHWs?
    a. There should be at least 12FTE of 100% dedication to the PHC CDG Grant. If an organization currently has a T2 contract until December, and gets awarded this contract starting in January, the organization could decide to provide continuity of employment to T2 staff to meet PHC CDG grant requirements.

15. Will the Department of Health and Mental Hygiene provide tools/software to collect data?
    a. We will provide templates (excel) for certain deliverables reporting. In terms of useful software, will we be able to offer NowPow or GIS.

16. Can a portion of the program be online or hybrid learning as long as it serves the intended population and addresses the disparities initiatives.
    a. Organizations can host a combination of virtual (e.g. phone banking, webinars, facebook live events) and in person events

Eligibility Questions

1. Can organizations submit a standalone application and submit an application as a lead for a coalition?
    a. An organization may submit a standalone application and an application as a lead for a coalition as long as they are not for the same neighborhood or the same competition. Applicants may submit only one application per competition.

2. Is an agency permitted to submit more than 1 proposal?
   a. An agency is permitted to submit more than 1 proposal if the neighborhoods are in separate competitions. Organizations may apply to no more than 1 neighborhood per competition.

3. Can we apply for both competitions?
   a. Yes, eligible organizations may apply for both competitions (up to 1 neighborhood in each competition), but a separate application must be submitted for each.

4. Is the lead organization is a T2 CBO, and the coalitions are not, can we apply for non T2 funding?
   a. No, if a T2 organization is the lead applicant, the application type should be T2, even if the other coalition members are not T2 organizations.

5. Can you please confirm that we can apply to no more than 1 neighborhood per application?
   a. Yes, organizations may apply for only 1 neighborhood per application. If applying to another neighborhood in a different competition pool, organizations must submit a separate application.

6. If applying as a coalition, do all 3 members have to have an address in the proposed neighborhood
   a. Per the addendum released on 9/13, coalition organizations do not need to have an address in the proposed neighborhood.

7. If a neighborhood organization is a VEPE grantee, can they be part of this grant?
   a. Per the amendment released on 9/13, VEPE grantees may apply for a neighborhood they are current funded for under VEPE, with an anticipated contract start date of January 2022. If VEPE grantees apply for a neighborhood they are not currently funded for under VEPE, the anticipated contract start date will be November 1, 2021.

8. Can an organization partake in more than 1 coalition and apply for both A and B
   a. An organization can partake in more than 1 coalition, but organizations cannot submit more than 1 application per competition.

9. Can an organization apply as a coalition and as an individual applicant?
   a. Yes, an organization can apply as a coalition and as an individual applicant as long as the applications are submitted for separate competitions. Applicants may submit only one application per competition.

10. On page 8 of the RFP, under Applicant Eligibility, it states that applicants must have existing staff in Community Health Worker or related roles. Does this mean that we would be required to make these existing staff members a part of the team for our COVID-19 Disparities Initiative Program? We have existing staff in these roles, but they are parts of other programs and could not be moved over. Are we still eligible?
   a. Yes, having existing CHW or related staff makes this makes an organization eligible, even if they are not focused on COVID work. This question aims to make sure applicants already have experience with CHW programs.

11. My organization, South Bronx Unite, is interested in applying for this RFP. We have a fiscal sponsor with 501(c)(3) status that accepts grants and donations on our behalf, we do not have (c)(3) status ourselves. We hope that we are still eligible? Kindly let me know. Thank you.
   a. No, all applicants must have a 501c3 status.

12. Do you know if this contract is on a reimbursement schedule or similar to the current VEPE contract?
   a. The contract will be deliverables based. Payment will be made upon competition of deliverables and submission of required documentation for each deliverable. Payments and required documentation will be stated in the contract.

13. We are a current a VEPE partner, for the Rockaway Peninsula. Rockaway is listed as a Competition A community in this rfp, however it does not look like we are eligible to apply for this round of funding since we are currently funded under the VEPE initiative and are not a T2 CBO. Can you verify that we are not eligible for this funding?
   a. This organization is eligible. Per the addendum issued on 9/13, a VEPE organization is able to apply to serve the neighborhood they are currently funded for under VEPE, with an anticipated start date of January 1, 2022.

14. With regard to the neighborhoods listed for Competition A and B -- I understand that *applicants "must be physically located in the neighborhoods(s) they propose to serve."* If we do serve all of "West Queen" where most of our clients reside, but our office is located in Astoria, am I to assume that we are not eligible to propose? Also, if we partner with another organization that

<u>does</u> have a site in the zip codes listed under West Queens, would we be able to apply under a partnership with that organization?

    a. Per the addendum issued on 9/13, applicants that do not have a physical office in the proposed neighborhood are not eligible to apply individually. One coalition organization, as part of a coalition application, can be part of an application if they do not have a physical office of the proposed neighborhood, as long as the lead applicant of the coalition and the other coalition organizations (if applicable) do have a physical office in the neighborhood. 50% of the funding must remain with organizations that have a physical public-facing office in the neighborhood.

15. If we have a current contract with DOH which does not include testing and tracing, are we able to apply for Competition A?

    a. If your organization has a contract with DOH that is not for a Covid19 initiative in the neighborhood you are proposing to serve, you can apply for competition A or B.

16. Are VEPE organizations eligible?

    a. Yes. Per the addendum released on 9/13, VEPE, like T2CBO, organizations can apply for a November 1 start date on neighborhoods that they are not currently funded to serve, or for a January 1 start date for neighborhoods they are currently awarded to serve. This also means that if a VEPE organization is part of a coalition application, the timeline that the coalition applies to depends on the VEPE eligibility.

17. Can a T2 CBO that is currently contracted to do work in a neighborhood, cannot apply as a coalition to continue serving that neighborhood?

    a. A T2 organization can apply to a neighborhood they are currently serving but their contract will have an anticipated start date of January 2022.

18. Can a non-T2 CBO take a lead on a coalition application with a T2 CBO to continue doing work where the T2 CBO is currently contracted to do work?

    a. If a non T2 is a lead applicant with a T2 as a coalition member, lead applicant's application would fall into T2 applicant type and the expected date of the contract will be January 2022.

19. Can a non-T2 CBO be a lead org and work with a T2 CBO in the same neighborhood that the T2 CBO has already been funded for?
    a. Yes, a non T2 can be a lead organization with a T2 CBO in the same neighborhood the T2 CBO is already funded in but the expected contract date will be January 2022, as to not overlap with the T2 contracts set to end 12/31/21.

20. Is it true that a T2 CBO cannot apply for this RFP as a coalition lead for a neighborhood that they're currently contracted to do work in? And to follow up, can a non-T2 CBO apply as a coalition lead with a T2 CBO for a neighborhood that the T2 CBO is currently contracted to do work in?
    a. A T2 CBO can apply to the RFP as a coalition lead for a neighborhood that they are currently contracted to do work in but their contract will have an anticipated start date of January 2022. A non T2 CBO can also apply as a coalition lead with a T2 organization in the neighborhood that T2 CBO is currently contracted to do work in but again, the anticipated start date for the non T2 CBO contract will be January 2022.

21. Can multiple programs from the same agency be awarded? For example, 2 programs applying in Competition A or if 1 program applies in Competition A, but another program applies in Competition B. Or is it the case that only one award would be made in any of these?
    a. An agency can only apply to 1 neighborhood per competition. If the neighborhoods fall into separate competitions, then an agency can submit 2 applications- one for competition A and one for competition B. Agencies cannot apply to 2 neighborhoods in a competition pool.

22. AIRnyc, a Community Health Worker-centered organization with a home visiting model, serves patients in multiple priority UHF neighborhoods. However, our headquarters, where we also serve the community, is in the Bronx and is our only bricks and mortar site in an eligible zip code for Competition B (our Brooklyn office is deliberately located Downtown in order to be convenient for multiple Brooklyn neighborhoods). Does that mean that we can only apply to Competition B, even if we partner with organizations with physical sites in zip codes where we have served patients in their homes, schools and other neighborhood-settings for twenty years?
    a. Your organization can only apply to Competition B if you are the lead applicant. If your organization is part of a coalition application as a coalition member, your organization does not need to have a physical site in the proposed neighborhood. The lead applicant must still have a physical site in the proposed neighborhood.

23. We are seeking clarity as to which groups are eligible partners for which UHF neighborhoods. How are the Resource Navigator funded organizations categorized in the context of this RFP (e.g., a PHC/DOHMH-led COVID-19 initiative or T2 CBO funding)? https://www.nychealthandhospitals.org/test-and-trace/resource-navigators/
    a. T2 Resource Navigator-funded organizations are eligible to apply for this grant since they are not funded by a DOH initiative. They will need to attest that their resource navigation deliverables covered by T2 funding do not overlap with activities funded by the CDG grant.

24. Are these the only organizations considered recipients of T2 CBO funding? https://www.nychealthandhospitals.org/test-and-trace/community-based-organizations/
    a. Yes, that is the list of the T2 funded CBOs. However, if an organization is receiving T2 CBO funding as a subcontractor or is not otherwise listed here, they should also apply as a T2 CBO.

25. Are clinical health care providers eligible as community-based organizations, as long as they are nonprofit (e.g., federally qualified health centers)?
    a. Yes, as long as your organization is a 501c3, you are eligible to apply.

26. The Bushwick Community Partnership, under Coalition for Hispanic Family Services, seeks to apply to the Public Health Corps COVID-19 Disparities Initiative. We are one of the zip codes on United Hospital Fund Neighborhoods. However, our zip codes do not fall under competition A or B's neighborhoods. Can we still apply?
    a. If your neighborhood is not listed in the competition A or competition B list, you are not eligible to apply. The competitions do not include all UHF neighborhoods.

27. In which Competition will the Southeast Queens neighborhoods be included: A or B? Southeast Queens is listed in Appendix A, but not on page 5 of the RFP. I'd like to ensure that those zip codes are eligible service areas before proceeding with the application.
    a. If your neighborhood is not listed in the Competition A or Competition B list, then it is not an eligible neighborhood for this RFP. Not all the neighborhoods listed in the Appendix A:UHF neighborhoods are eligible neighborhoods for this RFP.

28. Will a 501 c 4 CBO that utilizes a 501 c 3 fiscal conduit for all of its grants be permitted to serve as a coalition partner?
    a. No, all applicants and coalition members must be 501c3s and not utilize a fiscal conduit.

29. One of the attestations is "I attest that my organization has a public-facing physical office location in the selected neighborhood." Can an applicant still apply for a neighborhood in which it proposes to work with a sub-contractor or partner who has a physical office location in the neighborhood (so the applicant does not have a physical office location but the partner does)?
    a. No, the applicant must have a public facing physical office in the proposed neighborhood in order to apply.

30. If we are working with the VEPE Program, what catchment pool should we apply, if it's not Covid Test & Trace?
    a. Per the addendum released on 9/13, if you are a VEPE organization, you can apply to any neighborhood in competition A or B your organization meets the eligibility criteria for. Your organization (or coalition) would apply for the November 1 start date if you are applying for a neighborhood you are not currently contracted to serve, or for a January 1 start date if you are applying for a neighborhood you are currently contracted to serve.

31. In competition A and B there are neighborhoods missing from the United Hospital Fund Neighborhoods zip codes. What does this mean?
    a. United Hospital Fund neighborhoods contain a larger list of neighborhoods than the ones that are eligible for this RFP. The only neighborhoods eligible in this RFP are the ones listed in the RFP under Competition A and Competition B.

32. What if the lead organization works with coalition organizations that qualify in the unified zip codes, but the lead organization is registered in another zip code?
    a. The lead organization must have a physical public facing office in the proposed neighborhood; the remaining coalition organizations do not need to have offices in the proposed neighborhood.

33. Can the Covid Test & Trace Programs apply for the same areas that they are currently working with and if so how come this is different for VEPE. While, organizations make solid ground in their assigned zip codes, the continuity helps to build trust and efficiency.
    a. Per the addendum released on 9/13, VEPE organizations are eligible to apply for neighborhoods that include zip codes they are currently funded to serve with an anticipated start date of January 2022.

34. Can coalitions be located in more than one borough?
    a. Coalitions can be located in more than one borough, but they are only eligible to apply to up to one neighborhood per competition, in the neighborhoods where they have a physical public facing office.

35. I am currently participating in the VEPE project, can I apply for this grant if I meet all the requirements?
    a. If you are a VEPE organization, you can apply to any neighborhood in competition A or B your organization meets the requirements for. Your organization (or coalition) would apply for the November 1 start date if you are applying for a neighborhood you are not currently contracted to serve, or for a January 1 start date if you are applying for a neighborhood you are currently contracted to serve.

36. I am currently a VEPE CBO serving a neighborhood that I don't have a physical location, but I want to apply under my neighborhood where we have a physical location, in which of the two categories can we get considered? Being that we are currently funded for a neighborhood without a physical location but want to apply for where we have the physical presence. Are consider a new applicant for our neighborhood?
    a. If this organization applies to the neighborhood where they have a physical public facing location, they would be eligible for an anticipated November 1 2021 start date.

37. For the support letter, what type of business association would be a good example to ask the letter from: local businesses, council member?
    a. Here are some example for business associations: Merchant associations of the neighborhood, Civic Associations of the neighborhood, and Neighborhood Resident Associations

38. Does the lead organization and the coalition org(s) all have to be located in the funding zip codes and have a physical address in those zip codes?
    a. No, the lead organization must have a physical public facing office in the proposed neighborhood. All other coalition organizations are encouraged to but do not need to have a physical office in the neighborhood. However, the majority of the funding should stay with the organizations that have a physical public facing location in the neighborhood.

Application Questions

1. For the above-referenced grant opportunity, must the letters of support be from each of the entities listed in Attachment C, i.e., one from a local healthcare organization, one from a local service provider, and one from a local resident or business association? Or could three be from a local service provider, etc.
    a. All three letters of support cannot be from a local service provider. One must be from a local healthcare organization, one must be from a local service provider, and one must be from a local resident or business association.

2. Attachment C asks for letters of support (3 total) from stakeholders, a healthcare org, resident/business association, and a service provider. Our understanding is that these are stakeholders **outside** of our coalition, is this correct? So our coalition would be getting letters of support from 3 other stakeholders to support our project?
    a. Yes, the three letters of support for a coalition application must be from stakeholders outside the coalition members.

3. Can one of our a coalition members provide a letter of support for our coalition application?
    a. No, a member of your coalition application cannot provide one of the letters of support. The letters of support must be from entities that are not seeking funding as part of your application.

4. Must a coalition be composed of three partners, or are two permissible?
    a. A coalition does not have to be three partners, two or one is permissible. 3 partners is the maximum amount.

5. Would recommendations letter be required?
    a. Yes, 3 letters of support are required in order for an application to be considered complete.

6. Can you confirm that competition B is 6 months?
    a. The contract period for Competition B is either 8 months or 6 months, depending on applicant type.

7. Can you confirm the maximum number of organizations in a coalition? Is it a total of 4 (applicant lead and 3 coalitions) or 3 total?
    a. Applications from coalitions may include up to 4 members total, including the lead applicant.

8. Is there any possibility of pushing back the due date?
    a. There are no plans to push back the submission deadline at this time. Funding for the project is time limited and we are already behind schedule. Any changes to the RFP timetable will be issued by written addendum and posted to FPHNYC's website.

9. What is the definition of a service provider for the purposes of this RFP?
    a. A service provider for the purposes of this RFP is an organization who provides social services to people in the neighborhood.

Contracts/Budget

1. Is overhead allowed as a cost? and is there an indirect rate?
    a. Yes, indirect costs are allowable under this RFP. Organizations with a Conditional Indirect Cost Rate (ICR) or Accepted ICR based on a Negotiated ICR Agreement (NICRA) may budget using their established rate. All other organizations should budget using a de minimis rate of 10%.

2. How do you define indirect costs?
    a. Indirect costs are any costs that do not directly contribute or cannot be specifically assigned to the project or work being completed. For example, indirect typically include space costs, such as rent and utilities, HR and financial management functions.

3. When it says on page 9 that budgets will be negotiated separately and contracted with FPHNYC, should we still submit a coalition budget for all members at once?
    a. Proposal budgets must include a separate budget for each coalition member. The budget template includes tabs for each coalition member to complete their own budget. Coalition applications must include budgets for the lead applicant and each coalition member to be complete.

4. What is the justification for having Competition A grants last a year or more longer than Competition B grants?
   a. Competition A is funded through a federal grant that ends May 2023 and Competition B is funded through City CTL funds that end June 2022.

5. Does hiring 12 FTEs apply to B group 6-month contracts with the lowest budget?
   a. Yes. The organization should deploy 12 FTEs for all grants.

6. In terms of budget and how the payment will be granted, is this a deliverable base proposal?
   a. Yes, contracts will be paid upon competition of deliverables and submission of required documentation. This will be outlined in the contracts once organizations are awarded.

7. Can we subcontract and if so, is there any special requirements?
   a. Yes, subcontracting is allowed. All subcontractors will have to be approved by FPHNY and will be required to adhere to all terms and conditions of the prime contract award.

8. If we need additional HR, IT, and fiscal support, specifically for extra program staff and computers/tablets/iPads and wifi connections required for this 6-month project, can we put that in the budget? Or must this be included as indirect?
   a. Yes, you can include any direct HR/IT/fiscal support into your direct costs. These costs must be directly allocated to this project and cannot be used to cover other projects.

9. Is there salary range guidance for other roles? Example Director
   a. No. However, it is a common expectation that it would be higher than the salary of its CHW direct reports.

10. Does the coalition budget have to be separate for each organization?
    a. Yes, an application for a coalition must submit a budget for the lead organization and each coalition organization. The budget template has separate tabs to include each budget.

11. Can existing staff be included as CHWs?
    a. Yes, existing staff who are CHWs can be included as CHWs. However, the organization should clearly account for the FTE dedication that they will have to the project.

12. Does the Project director have to be fulltime FTE if running other initiatives?
    a. No, the project director does not need to a fulltime FTE if running other initiatives. Your application budget should indicate the percent time a Project Director will allocate to this project.

13. Is the FTE required for CHWs supposed to be for 12 CHWs @ 100% of $49,000? Or, what is the total amount of CHWs at FTE (100%) that is supposed to be met?
    a. The organization can configure it any way it wants. Two examples are 12 CHWs, each 100% on the project, and making $49,000+ each; or 24 CHWs, each 50% on the project, and making $24,500+ each.

14. Current T2 staff salary is below 49,000 if transferred must the salary be increased?
    a. Yes, the salary of current T2 staff must be increased to $49,000 per FTE if they will be CHWs on this project.

15. Are cost associated with additional insurance etc. allowed as OTPS?
    a. Yes, if an organization needs to procure an additional insurance for this project then that insurance can be allocated as a direct cost to this project.

16. Is there an hourly rate equivalent for the $49,000 salary requirement?
    a. The hourly equivalent is between $21 - $27 an hour depending on benefits provided.

17. How would you measure if the deliverables are completed or met?
    a. The contracts will specify what documentation contractors must submit to receive payment for each deliverable.

18. How are budgets scored for RFP?
    a. The budgets will be scored for completeness, accuracy, and allowability of costs.

19. Under "Unallowable Costs/Capital Projects," during Thursday's webinar on the above referenced Grant, it was indicated that "rent/utilities as a direct expense" is unallowable. But it was also indicated that rent could be covered in OTPS. For clarity, could an organization charge rent in a line under OTPS? In other words, in what way can rent be budgeted?
    a. Rent should be budgeted in an organization's indirect rate and not as a line item under OTPS.

20. The extra HR , IT and fiscal support required to properly undertake the programming required for this grant are clearly direct costs related to program delivery. We have these as direct costs on multiple city and state grants which do not even have the specific demands for personnel and massive reporting requiring new IT programming that this proposal does. Yet at the technical assistance meeting it seemed to be wrongly implied that these are indirect costs----something which is not only incorrect but negates a proper sense of equity for community services and CBOs. We don't have huge federal indirect rates---yet the city would take significant funds from our small indirect funding to underwrite the direct support needed for the services in this Grant? I much hope this was a misunderstanding.
    a. If you have IT, HR, and fiscal support that directly contributes to this grant, you can itemize those costs and include under PS or OTPS. For any PS, the percent allocated for each position to this project must be indicated.

General Questions

1. Can we share a list of webinar attendees?
    a. We do not plan to share a list of webinar attendees.

2. Is there a Microsoft version of the application?
    a. A Microsoft Word version of the application has been posted to the FPHNYC website and can be accessed [here](#).

3. Will a recording be sent to attendees?
    a. A recording of the webinar is available on the FPHNYC website and can be accessed [here](#).

4. Is T2 not getting extended, it had said there was potential for extension of T2?
    a. As of now, T2 ends on 12/31/2021 with potential for extension.

5. Is there a list of test and trace and vaccine equity grantees?
    a. Yes, the list of T2 CBOs is here: https://www.nychealthandhospitals.org/test-and-trace/community-based-organizations/
    b. The list of VEPE awardees is here: Community Organizations Selected for NYC COVID-19 Vaccine Equity Partner Engagement Project | Fund for Public Health in New York, Inc. (fphnyc.org)