

Re-Released Community-Based Initiatives for Health Literacy and Action RFP Q&A

Question: I have read the eligibility requirements for this RFP (pages 3-4) which state:

- A. Applicants must be a Community or Faith-Based Organization (C/FBO) with 501(c)(3) nonprofit status.
- B. Applicants must have a history of working with the specific focus population connected to the zip code they are proposing to serve.
- C. Current Community Disparities Grant (CDG) awardees are eligible to apply as long as they are not currently operating under this award in the zip code they are proposing to serve for the CIHLA RFP. Current Test and Trace (T2) and Vaccine Equity Partner Engagement (VEPE) awardees are eligible to apply regardless of current assigned zip codes.
- D. Applicants must have a site in New York City and serve people in the five boroughs.
- E. Applicants, or their fiscal sponsor, must agree to register as a City of New York approved vendor. Further detail on registering as an approved vendor can be found Section IV, D – Additional Information on page 18.
- F. If awarded, Applicants, or their fiscal sponsor, must agree to provide proof of required insurance coverage prior to work commencing. Further detail on insurance requirements can be found in Section IV, D – Additional Information on page 17. Guidance will be provided to assist Contractors with meeting this requirement.
- G. Applicants must be committed to having collaborative, non-competitive, relationships with grantees from other city/FPHNYC COVID-19 grants in their catchment area with whom they may share similar deliverables.

If a nonprofit hospital applicant meets all of the criteria above, could the hospital apply singly? OR as lead applicant in a coalition with other CBOs?

Answer: Only community-based organizations and faith-based organizations are eligible for this opportunity. Hospitals are not eligible.

Question: I am writing to inquire if you would be able to provide any feedback on the application that [REDACTED] in partnership with [REDACTED] submitted in the first RFP. We are in the process of amending our proposed approach based on changes to the RFP and the available budget and would appreciate any insights you would be able to share after your review of our first application.

In addition, one particular area of question is the extent to which our [REDACTED] partnership meets the eligibility criteria. In our application, [REDACTED] is applying as the prime and [REDACTED] as a subcontractor. One of the eligibility criteria is that applicants must have a history of working with the specific focus population connected to the zip code they are proposing to serve. While [REDACTED] decades-long work in East Harlem has engaged, learned from, and provided services to individuals who identify as indigenous from Mexico, Guatemala, Honduras and El Salvador, that

specific demographic has not been a direct focus of our organization. However, [REDACTED] does have a specific history (and present) of working with that specific demographic. Given our experiences, do you deem our partnership a fitting the eligibility requirement?

Answer: We cannot advise on the strength of individual applications, as it gives organizations an unfair advantage to those applicants. We are seeking organizations with a strong history of working with and prioritizing the community they are proposing to serve.

Question: My organization is a CDG awardee for 10029 so I know we aren't eligible to be the applicant, but are we eligible to subcontract?

Answer: Current Community Disparities Grant (CDG) awardees are eligible to apply as long as they are not currently operating under this award in the zip code they are proposing to serve for the CIHLA RFP. This restriction applies to organizations that are the primary applicant as well as organizations that are applying as a subcontractor or part of a coalition.

Question: Do the organizations that are awarded this project receive any funds up front? Or do they all have to be vouchered for at the completion of a deliverable.

Answer: Organizations can receive an advance to cover start-up costs of up to 25% of the total contract value. The advance would be made available around 21 business days after contract execution and submission of required documentation.

Question: May grantees use City flyers as we wait until the City approves our own branded materials?

Answer: Yes, the Health Department will have flyers available for usage by partners throughout the duration of the project, although please note that the options will be limited. The intent for this opportunity is to work closely with our academic partner to address how communication materials can be improved to adhere to health literacy standards, so the preference is for organizations to develop and use their own materials as much as possible.

Question: Can the City provide an example of the length and depth of stories they are looking for for the story collection for this project?

Answer: There is no set length or depth for the stories. The intent is to collect stories that highlight peoples' experiences, so organization's can determine the best length depending on the complexity of the story, the distribution method/platform, and other factors.

Question: Can the City provide more guidance on their expectations for activities under 2A? Can these messages be repeated multiple times over the life of the contract, or must each

message be new? Can we rely on just one of these distribution methods (e.g. social media), or must we use more methods for messaging in order to be competitive for this funding?

Answer: Organizations are encouraged to not repeat messaging, although some repetition will be allowed and the amount will be specified at the time of contracting. Organizations do not need to use multiple distribution methods, although using multiple platforms within a distribution method (e.g., using multiple social media platforms, such as Facebook, Instagram, and Twitter) is preferred.