

Vaccine Equity Partner Engagement Project Q&A 3/28/2022

1. In Staten Island, can applicants choose only some zip codes or are applicants required to serve all of the zip codes under the program?
 - a. Yes, Applicants may propose to serve all or some of the zip codes listed within the Staten Island service area. Applicants are not required to serve all zip codes.
2. If you don't propose to conduct the "Tailored Messaging" portion, will you have access to approved messaging created by the other awardees?
 - a. DOHMH, along with partners like CUNY and CDC, has developed an inventory of communication materials, flyers, posters, and other social media assets that can be shared with C/FBOs. These materials are not always available in all the languages needed but most are available in the 13 official languages of DOHMH (including Yiddish).
3. What are things we can include in tailored messaging outside of what is listed (literacy, different languages, disabled population).
 - a. Additional examples of tailored messaging developed by other CBOs include videos, songs, graphic books and cartoons. Applicants may also propose other ideas for consideration. As specified in the RFP, C/FBOs are encouraged to modify messaging products (videos, songs, etc.) in order to accommodate different languages, literacy levels, etc.
4. Does messaging need to be approved before implemented? What does that process look like (aside from DOHMH-led training)?
 - a. For the **Tailored Messaging** deliverable, all tailored messaging products must be approved by DOHMH before distribution. Drafts of the products will be submitted via the online portal, reviewed by the DOHMH team, and, if needed, products are revised based on DOHMH feedback. The revised versions are then re-submitted for final approval before release.

For the **Message Dissemination** deliverable, **Tailored Messaging** may be utilized and must be approved through the process outlined above prior to distribution. Other messages developed for use via social media, webinars, phone trees, etc. do not require prior approval but must meet the following guidelines:

- Messages must contain information about the COVID-19 vaccine
- Messages must contain either video, audio, or visual content in the form of an infographic

- At least three messages per invoice period must contain a video or audio component.

More details about approval requirements and the approval process will be provided during orientation/training to C/FBOs selected.

5. If fewer than 4 providers apply for the Staten Island program, is it possible to have a larger portion of the total available amount (\$950,000) distributed among those programs? This would allow the applicants to subcontract/collaborate with additional nonprofits in the borough to be more effective in delivering and serving all of the identified zip codes.
 - a. Yes, funding decisions will be based on the responses received and “best value” of the proposed projects as determined by FPHNYC and DOHMH. As such, the numbers of awards within each service area and award amounts may be adjusted accordingly. Applicants are encouraged to propose collaborations with other nonprofits to expand the breadth of services that can be provided and/or reach a broader population. Budget requests may exceed the suggested funding amounts for each deliverable provided there is strong justification (e.g. partnering with other organizations, increasing numbers served, expanding zip codes served, providing accommodations for underserved populations, etc.).
6. Can the work the community health workers are doing on the CDG grant also count toward the work of this contract, or would these outreaches need to be reported for one or the other? How would we be able to utilize the assistance from the experienced CDG grant workers to help make this program successful?
 - a. No, work that is being completed and paid for by the CDG project cannot count towards this contract. Applicants that are currently funded under a different COVID-19 outreach-related contract with/involving the NYC Health Department, such as Test and Trace (T2) or the COVID-19 Disparities Grant (CDG), are only eligible for this opportunity if they are proposing to work in different zip codes and/or will be completing different deliverables.
7. Please explain the payment process in detail. Is there an advance at the start of the program? If so, how much? What is the payment process thereafter?
 - a. Selected organizations may be eligible to receive an advance of up to 25% of the total award amount upon execution of the contract. Final determinations will be made based on need during the contract negotiation process.

Contract payments will be based upon completion and approval of the deliverables outlined in the RFP’s Scope of Services (Section II, page 9-11 of the RFP). The payment schedule has been structured to include progress payments

for activities and milestones as they are completed/achieved. This will enable contractors to invoice on a monthly basis throughout the contract period.

To build capacity, organizations also have the option of applying as part of a coalition or working with a fiscal sponsor that provides financial management and other administrative services. More information on fiscal sponsorship can be found here: <https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.