

Covid-19 Disparities Initiative Washington Heights/Inwood RFP  
Q&A Document  
July 8, 2022

1. If I am applying as a sole entity, do I need to fill out the Coalition Member Commitment Forms?
  - a. No
2. If our coalition partner is not a 501(C)(3) but is an M/WBE, are we still eligible to apply?
  - a. Yes you are still eligible. The lead applicant must be a 501(C)(3) but your coalition partners must be 501(C)(3)s or M/WBEs.
3. Will my coalition partner need a SAM.gov registration?
  - a. No, only the lead applicant must meet this requirement
4. Does an organization have to be registered in SAM.gov or is a Unique Entity ID sufficient?
  - a. Your organization must have an active registration in SAM.gov.
5. Our organization is located in 10031. Are we eligible?
  - a. 10031 is located in the Washington Heights/Inwood catchment area and is an eligible location. However, please review the other eligibility criteria to ensure your organization is eligible.
6. We will be renting an office that would be used solely for this program in Washington Heights. This would be different from the indirect cost charged (10%) which contributes to costs like bookkeeping & accounting, senior leadership salaries, insurance like liability, cyber insurance, etc.; it also covers some of the central costs associated with agency operations. All of which is 10% charged to all programs. Do we add a line item just for the Washington Heights rent?
  - a. If you are renting office space solely for this project and that cost is not included in your indirect, you may add a line item for rent. You must include a justification for the rent costs in your budget narrative.
7. Will there be an advance payment to the awardee?
  - a. An advance of 10% of the total award amount may be paid to recipients upon contract execution.
8. Can we include community meeting space fees to our budget? These are fees churches, CBOs, or schools may charge to use their space for listening sessions.
  - a. Yes, you can include space meeting fees to your budget. You must include a justification for the use of these spaces in your budget narrative.
9. I realize that the RFP calls for 12 CHWs full time, which is the equivalent to 1764 hours per month. Because of the population we are targeting, it is important that we hire staff with very flexible and varied schedules. Some of our current staff were hired to work only weekends since that is the only time the employee wanted to work and it suits us well to reach the community we must. We also have hired staff who are able to work only one day per week while others who are able to work different schedules. Will it be acceptable to hire as many CHWs as necessary to meet the required outcomes & number of hours worked per month?
  - a. The project allows organizations flexibility to hire as many individuals needed to meet the 12 full-time equivalent target that makes sense for the organization and program plan. This may mean hiring more than 12 individuals to meet this requirement, if some of those individuals are part-time. The organization is responsible for adequately documenting the staff on the project for the deliverables, training the staff, and

providing professional development and learning opportunities for all individuals hired to meet the 12 FTE requirement.

10. Will organizations that are receiving funds through the Covid-19 Disparities Initiative in neighborhoods other than Washington Heights/Inwood receive serious consideration?
  - a. All complete applications will be given serious consideration. However, preference will be given to organizations who do not currently hold any contracts under this initiative to build capacity.
11. Has there been a previous CDG project in the UHF Washington Heights/Inwood neighborhood?
  - a. There is no previously awarded contract under the Covid-19 Disparities Grant Initiative in Washington Heights/Inwood.
12. Are there additional project implementation deliverables that will be required other than the ones stated in section 2.3.3 of the RFP?
  - a. No, the only project implementation deliverables are community engagement and education, resource navigation, and partner engagement.
13. The turnaround from RFP release to submission is very short. Are there factors that have led to this timeframe that should be considered as we develop a response?
  - a. The turnaround time reflects DOHMH priority to select, award and onboard a partner to support CDG activities in Washington Heights quickly. There are no additional factors leading to this timeframe that should be considered in an application.
14. Listening sessions: what exactly does it mean "must be 5% of catchment adult residents"? (page 10). That would be 7500 adults that need to participate in listening sessions. Is that correct? 5% of the adult population of Washington Heights?
  - a. We are requesting that organizations plan to conduct community listening sessions that are able to attract a sizeable number of participants in order to ensure that a diversity of opinion and experiences are documented. The current 5% target is a target that is subject to modification.
15. We will contract with Hostos Community College which has an ongoing CHW program. Over the last few years, we have had as many as 60 persons complete their CHW training at Hostos Community College. What would I need to submit in reference to this training for CHWs? We also have had the IBERO University (a Jesuit university in Mexico) provide additional community health workshops to our CHWs as part of their development. This training would be about 10 hours over two sessions. Would that be an acceptable line item?
  - a. Documentation, such as a training certificates or an external training curriculum is not required as part of this grant. CHW training should be aligned with building skills of CHWs to meet the C3 core competencies outlined in the Community Health Worker Core Consensus Project. As NYS currently does not maintain a set of uniform standards or curricula for CHWs, this can be done in many different ways. The organization contracted for Washington Heights is expected to provide a comprehensive training that meets its staff and organizational needs.
  - b. Contracting with an international vendor would not be an allowable line item.