

Building Resiliency and Advancing Vaccine Equity (BRAVE) RFP  
Q&A Document  
Posted: December 1, 2023

1. If an agency chooses to do outreach in more than one zipcode, will the compensation be combined. For example, if neighborhoods, 11206,11212 etc are chosen, will the compensation then be \$472,000 (\$236K+\$236K) or just the one \$236,000?
  - a. Yes, the compensation will be combined. However, you must submit separate applications for each neighborhood.
  
2. We are a network of federally qualified health centers and a 501(c)(3) registered non-profit corporation. Can you confirm if we would meet the definition of a community-based organization for the purpose of applying as a lead applicant to the BRAVE funding opportunity?
  - a. Yes, as long as the applicant is a registered 501(c)(3) and provides services to your community.
  
3. Per the eligibility requirements, we have numerous physical locations in NYC. Can you confirm if one of our physical locations must be located in the priority neighborhood we apply for, or if we do not need to have the physical location within that zip code, as long as we "provide services in one or more of the neighborhoods designated by the Mayor's Taskforce for Racial Inclusion and Equity (TRIE) in 2020 as those most impacted by COVID-19 and a high percentage of other health and socioeconomic inequities?"
  - a. Your physical location does not need to be located in the priority neighborhood you apply for as long as you provide services in one of the TRIE neighborhoods and can demonstrate through your application how you will be providing services in your application neighborhood.
  
4. Will the webinar be recorded?
  - a. Yes, and the recording is posted on the FPHNYC website: [Requests for Proposals - Fund for Public Health in New York, Inc. \(fphnyc.org\)](https://www.fphnyc.org/requests-for-proposals-fund-for-public-health-in-new-york-inc)
  
5. What is the source of funds and what can you say about likelihood of renewal?
  - a. The source of funds are federal, from the Centers for Disease Control and Prevention (CDC). At this time we do not have information for a renewal.
  
6. Does the office have to be in a TRIE neighborhood?
  - a. No, the office does not be located in a TRIE neighborhood.
  
7. Will you have flyers/postcards with information that we can order, as in the VEPE project?
  - a. Unfortunately, the DOHMH will not have the same printing capabilities, as was the case under VEPE; however, flyers/postcards are available for printing out and can be found here: <https://www.nyc.gov/site/doh/covid/covid-19-posters-and-flyers.page>

8. Do applicants need to apply for all types of activities (tailored messaging, comm engagement, etc.)? Or should we specify which ones we propose to do?
  - a. Yes, applicants will need to apply for all activities listed in the RFP and the application.
9. Is a NYS registration number required by churches?
  - a. No, as long as your church is a registered 501(c)(3) and is registered with the City of New York.
10. Will the applicant's conference slides be shared?
  - a. Yes, the slides are posted on the FPHNYC website: [Requests for Proposals - Fund for Public Health in New York, Inc. \(fphnyc.org\)](https://www.fphnyc.org/requests-for-proposals-fund-for-public-health-in-new-york-inc)
11. What were the three tiers amounts?
  - a. Tier one neighborhoods have a maximum award amount of \$170,000; Tier 2 neighborhood have a maximum award amount of \$236,000; Tier 3 neighborhoods have a maximum award amount of \$282,000.
12. If we are hosting events, we cannot purchase refreshments?
  - a. No, unfortunately this funding cannot support food and drink purchases.
13. Can an organization apply for more than one TRIE neighborhood?
  - a. Yes, but your organization must submit a separate application for each neighborhood you apply for.
14. What is the start date of the contract and how many months does it run for before all deliverables are due?
  - a. The anticipated start date of the contract is January 22, 2023 and will run through June 30, 2024., approximately a 5.5 month period.
15. Is a SoDH screening tool required?
  - a. Partners will be screening and referring community members for other health and social needs; however, a specific tool will not be required at this time.
16. Is there an expectation for how long each in-person engagement activity should be?
  - a. Yes. Those expectations will be outlined in the contract. It is important to note that only hours related COVID-19, flu, and Long Covid will count towards meeting the hours required for in-person engagement.
17. Do we have to use NYC owned outdoor ad properties to reach Tier Zip codes?
  - a. To our knowledge, it is not required to use NYC owned outdoor ad properties; however, if this does change in the future, we will let partners know.
18. For the neighborhoods and zip codes, can we engage within the named neighborhood but outside of the zip code itself and have that count towards deliverables?

- a. No, engagement must occur in the assigned zip code(s) for each neighborhood in order to count towards project deliverables.
- 19. If we are making referrals for example to a health center, does the health center have to also be located in our target neighborhood?
  - a. No
- 20. For one-on-one navigation services, please clarify the different types of one on one services that will be accepted for this deliverable.
  - a. One-one-navigation can include, but is not limited to, referrals to services, helping community members book appointments and/or transportation for vaccinations, and helping to find walk-up sites.
- 21. Since this is a cost-based contract, how will you want us to report the deliverables? Through the same portal as VEPE?
  - a. This program will have its own separate reporting portal that partners will use to report weekly data.
- 22. Will the deliverables be used in payment, or is the payment strictly on costs? I believe on VEPE there was a decision to be deliverables-based, and the idea of going to cost-based in addition was discarded because it was such an administrative burden for you and for us, on top of the deliverables.
  - a. The payment will be strictly cost reimbursement, per funder requirements.
- 23. Are the deliverables week by week, or can they average out -- say a slow holiday week is followed by a more robust week or two making the deliverables qualify if calculated monthly?
  - a. While we monitor performance week-by-week; for approval of invoices, your performance will be assessed on a monthly basis.
- 24. Will there be an option for an early payment against our promise of delivery, to defray early costs while we wait for the reimbursement? I think I recall we did that in VEPE 2.
  - a. There is a possibility of an advance upon contract execution. Further details will be provided to awardees.
- 25. Is it a requirement that Tailored Messaging Products include audio and video?
  - a. Tailored messaging products can be posters, palm cards, flyers, infographics, and other audio and video products.
- 26. Can we please be provided with a list of collaborators and contact information in case we are looking to partner?
  - a. No, unfortunately we cannot provide a list of collaborators with contact information.

27. For the target number of 260 navigations/week for tier 3 neighborhoods, if the 260 was not met one week because of unforeseen reasons, could it be made up the following week?
  - a. Yes, contractors will have the option to make up work.