

Medicaid Expansion Outreach for Undocumented Older New Yorkers

Proposals must be submitted by 11:59 p.m November 8, 2024 via SurveyMonkey

Thank you for your interest in the New York City Medicaid Expansion Outreach for Undocumented Older New Yorkers Project. The Fund for Public Health in New York City (FPHNYC) and the NYC Department of Health and Mental Hygiene (DOHMH) developed this Application Guide to assist you in preparing your application. The guide contains a complete list of the questions included in the application, as well as instructions and other helpful tips for submitting your proposal. It is strongly recommended that you review all information before you begin to prepare your application.

The following sections are included:

- **Steps for Completing Your Application** (page 1)
- **Overview of Application** (page 2)
- **Application Checklist** (page 3)
- **Medicaid Expansion Outreach for Undocumented Older New Yorkers RFP Application** (pages 4-18)
- **Proposal Budget Instructions** (pages 19-20)
- **Budget Justification Instructions** (page 21-23)

To be considered for an award, Applicants must submit their completed application by November 8, 2024, at 11:59 p.m. EDT. Applications must be submitted via Survey Monkey using the link on the RFP page. Late applications and applications submitted via e-mail will not be accepted.

Steps for Completing Your Application

The following is a list of the steps that you should follow when completing your organization's application.

1. Confirm your organization's eligibility by completing the Applicant Eligibility Attestation on page 4. To be eligible, organizations must be able to attest to all statements.
2. Write a high-quality proposal that is responsive to the RFP.
3. Get attachments signed by your organization's authorized representative.
4. Review the Application Checklist to ensure all required elements have been completed.
5. Submit application in SurveyMonkey by 11:59 p.m. on November 8, 2024.

The RFP and all forms needed to complete an application are available on FPHNYC's [website](#).

Be sure to set aside plenty of uninterrupted time to submit the application. Applications must be completed in one sitting, as you will not be able to save and return at a later time. If responses and all required documentation are prepared in advance, the application will take approximately 30 minutes to complete.

Applicants are strongly encouraged to submit their applications at least 48 hours prior to the due date and time. This will allow sufficient opportunity to obtain assistance should there be a technical issue with the submission process.

Application Overview

Applicants must first attest to their ability to meet the minimum requirements for award in Section I of the application. After demonstrating that the RFP's eligibility criteria have been met, Applicants will be able to complete the full application. The application consists of the following sections:

- Section I: Applicant Eligibility Attestations
- Section II: Applicant Information
- Section IIa: Fiscal Sponsor Information (if applicable)
- Section III: Qualifications and Organizational Experience
- Section IV: Organizational Capacity
- Section V: Proposal
- Section VI: Proposal Budget, Narrative, and Audited Financial Statements

Before getting started, Applicants should review the application and submission instructions included below.

Medicaid Expansion Outreach for Undocumented Older New Yorkers RFP Application Checklist

Please use the Application Checklist below to ensure all required elements in the application are prepared and submitted.

_____ Section I: Applicant Eligibility Attestation

_____ Section II: Applicant Capacity

- Attachments
 - Attachment A: Applicant Signature Form in PDF (*signatures required*)
 - Attachment D: IRS Form W-9 (*signature required*)

_____ Section IIa: Fiscal Sponsor Information (*if applicable*)

- Attachments
 - Attachment D: IRS Form W-9 (*signature required*)

_____ Section III: Qualifications and Organizational Experience

_____ Section IV: Organizational Capacity

_____ Section V: Proposal

_____ Section VI: Proposal Budget and Audited Financial Statement

- Attachments
 - Attachment B: Budget Proposal Form (see page 22 of this guide for instructions)
 - Attachment C: Budget Proposal Narrative (see page 24 of this guide for instructions)
 - Audited Financial Statements

Medicaid Expansion Outreach for Undocumented Older New Yorkers RFP Application Guide

The following information is provided to assist you in preparing your application. It is suggested that you prepare your responses and all required documentation ahead of starting your application in SurveyMonkey.

SECTION I: APPLICANT ELIGIBILITY ATTESTATION

The questions in this section will be used to determine whether Applicants meet the minimum requirements of this RFP and are eligible to receive funding. All proposals must have satisfactory responses in this section to advance to the full application.

Instructions: Please respond to the following attestations to demonstrate your organization's eligibility for the Medicaid Expansion Outreach for Undocumented Older New Yorkers RFP.

1. I attest that my organization is a community-based organization tax exempt under 501(c)(3) of the Internal Revenue Code. Examples of eligible organizations may include: health advocacy organizations, faith-based organizations, public health organizations, direct service providers including food pantries, shelters, and others, civic and social organizations.
2. I attest that my organization currently provides services in at least one of the following New York City Community Districts:
 - a. Queens Community Districts 3, 4, and/or 7
 - b. Manhattan Community Districts 3 and/or 12
 - c. Bronx Community Districts 4, 5, and/or 7
 - d. Brooklyn Community District 7
3. I attest that my organization has a minimum of three (3) years of relevant experience within the last five (5) years with each of the following:
 - a. Providing health education and/or outreach services in communities impacted by health disparities.
 - b. Providing ongoing community outreach in communities with limited English proficiency.
 - c. Enrolling individuals in health insurance and/or making referrals to benefits enrollment.
 - d. Engaging with older adults.
4. I attest that my organization is in good standing with FPHNYC and the NYC Health Department if it has an existing grant or contract in place.
5. I attest that my organization is not suspended or debarred by any State or Federal entity from receiving funds.

Please press "Next" to continue. If your organization is found eligible, you will proceed to Section II: Applicant Information.

SECTION II: Applicant Information

No points are assigned for questions in this section, but a response is required for each question.

Instructions: Please complete the information about your organization below.

6. Applicant's Legal Entity Name

7. Business Address
 - Street Address 1
 - Street Address 2
 - City
 - State
 - Zip Code

8. Name of Primary Grant Contact

9. Title

10. Email

11. Phone Number (*Please format xxx-xxx-xxxx*)

12. Name of Organization Authorized Official

13. Title

14. Email

15. Phone Number (*Please format xxx-xxx-xxxx*)

16. Please select which service option your organization is applying to:
 - a. Service Option 1: Service Provider
 - b. Service Option 2: Technical Assistance Provider

17. Please select the neighborhood(s) you are applying for from the choices below. More than one neighborhood may be selected.

	Borough	Neighborhood	Community District
	Queens	Flushing/Murray Hill	7
	Queens	Corona/Elmhurst/Jackson Heights/Woodside	3, 4
	Manhattan	Washington Heights/Inwood/Marble Hill	12
	Bronx	Concourse/Highbridge/Mount Eden/Morris Heights/Fordham	4, 5, 7
	Manhattan	Chinatown/Lower East Side	3
	Brooklyn	Sunset Park	7

18. Please upload your organization's Applicant Signature Form (Attachment A of the RFP). *Accepted file types are PDF, DOC, DOCX, PNG, JPG, JPEG, GIF. Maximum size per file is 16 MB. File uploads may require more than one try to be successful.*

A completed Applicant Signature Form must be submitted for an application to be considered complete.

19. Please upload your organization's IRS Form W-9 (Attachment D of the RFP). *Accepted file types are PDF, DOC, DOCX, PNG, JPG, JPEG, GIF. Maximum size per file is 16 MB. File uploads may require more than one try to be successful.*

A completed W-9 form must be submitted for an application to be considered complete.

20. Is your organization applying through a fiscal sponsor?

a. Yes/No

If yes, please complete the information about your organization's fiscal sponsor on the next page. If no, the application will continue with Section III: Qualifications and Organizational Experience.

A fiscal sponsorship is an arrangement in which a 501(c)(3) nonprofit organization (the “fiscal sponsor”) offers its legal and tax-exempt status to another group. Under this arrangement, the fiscal sponsor receives, disburses, and accounts for grant or other funds on behalf of the group being sponsored. For more information visit: <https://www.councilofnonprofits.org/running-nonprofit/administration-and-financial-management/fiscal-sponsorship-nonprofits>

SECTION IIa: Fiscal Sponsor Information

Instructions: If your organization is applying through a fiscal sponsor, complete the information about your sponsor below.

21. Fiscal Sponsor's Legal Entity Name
22. Business Address
 - Street Address 1
 - Street Address 2
 - City
 - State
 - Zip
23. Contact Name
24. Contact Title
25. Contact Email
26. Contact Phone Number *(Please format xxx-xxx-xxxx)*
27. Year Incorporated/Founded
28. Federal Employer Identification Number
29. Please upload your fiscal sponsor's IRS Form W-9 (Attachment E of the RFP). *Accepted file types are PDF, DOC, DOCX, PNG, JPG, JPEG, GIF. Maximum size per file is 16 MB. File uploads may require more than one try to be successful.*

A completed W-9 form must be submitted for an application to be considered complete.

Please press "Next" to continue to Section III: Organizational Experience & Cultural Competence Information.

SECTION III: Qualifications and Organizational Experience

Instructions: Please complete the information about your organization's experience and cultural competence below.

- 30.** Please select the primary populations your organization serves and is primarily focused on in your work. If there is a priority group that is not on the list below, please write in the "other" text box.
- African American and Black Communities
 - Asian and Pacific Islander Communities
 - Indigenous and Native American Communities
 - Latino/a/x Communities
 - Immigrant and/or Undocumented Communities
 - People over the age of 65
 - People with Disabilities
 - People Experiencing Domestic/Intimate Partner Violence
 - People with Faith-Specific Needs, such as Haredi Communities
 - People with Informal Job Situations, Including Sex Workers
 - People Experiencing Homelessness or Unstably Housed
 - People who are Justice-Involved
 - People with Limited English Proficiency
 - People Living with Chronic Disease
 - People Living in Public Housing
 - People of LGBTQ+ and TGNCNB Experience
 - People with Mental or Behavioral Health Needs
 - People Who Use Drugs
 - Youth/Young Adults
 - Other (please specify)
- 31.** Does your organization collect data on services provided and populations served?
- Yes/No
- 32.** Does your organization have a community advisory board or other formal mechanism for gathering feedback and working with the community?
- Yes/No
- 33.** Does your organization regularly work with community members to inform messaging, programming, or other aspects of how or where your organization operates?
- Yes/No
 - If yes, please provide an example of how your organization regularly works with community members. (100 words or less)
- 34.** Does your organization use qualitative (including stories from community) or quantitative data to focus or adjust programming to meet identified needs of the community or communities your organization serves to advance health equity?

- a. Yes/no
 - b. If yes, please provide an example (100 words or less)
- 35.** Does your organization provide information about health and social services, referrals to health and social services, or provide services or programming to undocumented immigrant New Yorkers?
- a. Yes/no
 - b. If yes, please provide an example (100 words or less)
- 36.** Does your organization provide information about health and social services, referrals to health and social services, or provide services or programming to New Yorkers aged 65+?
- a. Yes/no
 - b. If yes, please provide an example (100 words or less)
- 37.** Does your organization provide information about and/or referrals to health insurance enrollment to New Yorkers?
- a. Yes/no
 - b. If yes, please provide an example (100 words or less)
- 38.** Is your organization able to mobilize staff quickly to begin or continue work in December 2024?
- a. Yes/no
 - b. If yes, please explain how your organization will mobilize staff (100 words or less)

Please press "Next" to continue to Section IV: Organizational Capacity.

SECTION IV: Organizational Capacity

Instructions: Explain how your organization has the capacity to operate the proposed program. This would include staffing, structures, compliance, and accountability systems and data collection.

39. When was your organization created? Briefly describe the organization's mission and current structure.
40. What is your organization's current annual operating budget?
41. Briefly describe your organization's history of successfully managing federal, state, and private grants.
42. Does your organization have experience with programmatic grant reporting?
 - a. Yes/No
43. Briefly describe your organization's plan to assure this award is managed in compliance with deliverable and programmatic reporting requirements.
44. Briefly describe the systems and processes in place at your organization to collect quantitative and qualitative data.

Please press "Next" to continue to Section V: Proposal.

SECTION V: Proposal

Instructions: Please describe your organization’s experience and planned approach for each deliverable. All applicants must answer questions for Tailored Messaging, Message Dissemination, In-Person Engagement, and Navigation. If your organization is applying to Service Option 2: Technical Assistance Provider, you must also respond to the questions for Technical Assistance at the end of this section.

Tailored Messaging

45. Does your organization have experience tailoring messaging and producing communications materials to reach specific communities?
- Yes/no
46. If yes, please upload 2 examples of completed messaging products. Two examples must be uploaded for the application to be considered complete.
47. Please describe your organization’s proposed plan and approach, including (1) focus populations (e.g. age, race/ethnicity, risk factors), (2) types and quantities of materials being produced, (3) strategies for message tailoring, and (4) plans for community involvement. (Suggested word limit: 300 words)
48. Please indicate which of the languages below your organization is proposing to produce tailored messaging in. Select all that apply.
- African languages
 - American sign language
 - Arabic
 - Bengali
 - Chinese (includes Cantonese, Mandarin, Formosan)
 - English
 - French
 - Haitian Creole
 - Hindi
 - Italian
 - Korean
 - Polish
 - Punjabi
 - Russian
 - Spanish
 - Tagalog
 - Urdu
 - Yiddish
 - Other (please specify)

- 49.** Please indicate which of the priority communities below your organization is proposing to serve with tailored messaging. Select all that apply.
- a. People over the age of 65
 - b. People with disabilities
 - c. People living with chronic disease
 - d. People experiencing homelessness or unstably housed
 - e. People with mental or behavioral needs
 - f. Immigrant/undocumented populations
 - g. None

Message Dissemination

- 50.** Does your organization have experience delivering tailored messages to the community?
- a. Yes/no
 - b. If yes, please describe or provide a link to an example of a tailored message your organization has developed and delivered to the community. If no, please enter N/A. (100 words or less)
- 51.** Please describe your organization's proposed plan and approach, including: (1) focus populations (e.g. age, race/ethnicity, risk factors), (2) dissemination pathway(s), (3) strategies for message tailoring, and (4) plans for community involvement (including compensation, if applicable). (Suggested word limit: 300 words)
- 52.** Describe estimated reach (potential number of unique individuals who will see or hear your organization's message) **and** demonstrate your organization's ability to achieve these goals (e.g. social media presence, newsletter audience, current meeting attendance). (Suggested word limit: 200 words)
- 53.** Please indicate which of the languages below your organization is proposing to disseminate messages in. Select all that apply.
- a. African languages
 - b. American sign language
 - c. Arabic
 - d. Bengali
 - e. Chinese (includes Cantonese, Mandarin, Formosan)
 - f. English
 - g. French
 - h. Haitian Creole
 - i. Hindi
 - j. Italian
 - k. Korean
 - l. Polish
 - m. Punjabi
 - n. Russian

- o. Spanish
- p. Tagalog
- q. Urdu
- r. Yiddish
- s. Other (please specify)

- 54.** Please indicate which of the priority communities below your organization is proposing to serve with message dissemination. Select all that apply.
- a. People over the age of 65
 - b. People with disabilities
 - c. People living with chronic disease
 - d. People experiencing homelessness or unstably housed
 - e. People with mental or behavioral needs
 - f. Immigrant/undocumented populations
 - g. None

In-Person Engagement

- 55.** Does your organization have experience with flyering, tabling, or other methods of distributing information via in-person engagement?
- a. If yes, please describe an example of your organization's experience with flyering, tabling, or other methods of distributing information via in-person engagement. If no, please enter N/A. (100 words or less)
- 56.** Please describe your organization's proposed plan and approach to in-person engagement, including: (1) focus populations (e.g. age, race/ethnicity, risk factors), (2) dissemination pathway(s), and (3) strategies for message tailoring. (Suggested word limit: 300 words)
- 57.** Please enter the number of in-person engagement events your organization typically participates in on a monthly basis. Please respond with a whole number.
- 58.** Describe estimated monthly reach (potential number of unique individuals who will see or hear your organization's messages) **and** demonstrate your organization's ability to achieve these goals (e.g. social media presence, newsletter audience, current meeting attendance). (*Suggested word limit: 200 words*)
- 59.** Please indicate which of the languages below your organization is proposing to conduct in-person engagement in. Select all that apply.
- a. African languages
 - b. American sign language
 - c. Arabic
 - d. Bengali
 - e. Chinese (includes Cantonese, Mandarin, Formosan)

- f. English
- g. French
- h. Haitian Creole
- i. Hindi
- j. Italian
- k. Korean
- l. Polish
- m. Punjabi
- n. Russian
- o. Spanish
- p. Tagalog
- q. Urdu
- r. Yiddish
- s. Other (please specify)

- 60.** Please indicate which of the priority communities below your organization is proposing to serve with in-person engagement. Select all that apply.
- a. People over the age of 65
 - b. People with disabilities
 - c. People living with chronic disease
 - d. People experiencing homelessness or unstably housed
 - e. People with mental or behavioral needs
 - f. Immigrant/undocumented populations
 - g. None

Navigation

- 61.** Does your organization have experience connecting immigrants and/or people 65+ to services/resources and helping people navigate government and healthcare services?
- a. Yes/no
 - b. If yes, please describe an example of your organization's experience connecting people to services/resources and helping people navigate government and healthcare systems. If no, please enter N/A. (100 words or less)
- 62.** Does your organization have experience enrolling immigrants and/or people 65+ into health insurance or making referrals to health insurance enrollment?
- a. Yes/no
 - b. If yes, please describe an example of your organization's experience enrolling immigrants and/or people 65+ into health insurance or making referrals to health insurance enrollment. If no, please enter N/A. (100 words or less)
- 63.** Please describe your organization's proposed plan and approach for connecting people with health insurance and health care services, including: (1) focus populations (e.g. age, race/ethnicity, risk

factors), (2) strategies for outreach/engagement, (3) plans for providing services/addressing barriers, and (4) plans for community involvement (*Suggested word limit: 300 words*)

- 64.** Please enter the number of individuals your organization is proposing to enroll in health insurance on a one-on-one basis per month. (Please respond with a whole number)
- 65.** Please indicate which of the languages below your organization is proposing to conduct navigations in. Select all that apply.
- a. African languages
 - b. American sign language
 - c. Arabic
 - d. Bengali
 - e. Chinese (includes Cantonese, Mandarin, Formosan)
 - f. English
 - g. French
 - h. Haitian Creole
 - i. Hindi
 - j. Italian
 - k. Korean
 - l. Polish
 - m. Punjabi
 - n. Russian
 - o. Spanish
 - p. Tagalog
 - q. Urdu
 - r. Yiddish
 - s. Other (please specify)
- 66.** Please indicate which of the priority communities below your organization is proposing to serve with navigations. Select all that apply.
- a. People over the age of 65
 - b. People with disabilities
 - c. People living with chronic disease
 - d. People experiencing homelessness or unstably housed
 - e. People with mental or behavioral needs
 - f. Immigrant/undocumented populations
 - g. None
- 67.** Is your organization applying to Service Option 2: Technical Assistance Provider?
- a. Yes/No
 - b. If yes, please respond to the Technical Assistance Questions. If no, please proceed to the Budget and Audited Financial Statements Section.

Technical Assistance Questions

68. Does your organization have experiencing providing technical assistance to other organizations?

a. Yes/No

69. If yes, please describe what type of technical assistance your organization has provided. Please make sure to include examples of materials created and/or trainings or workshops conducted.

(Suggested word limit: 300 words)

70. If available, please attach examples of created materials and/or slide decks of conducted trainings or workshops.

71. Does your organization have experience monitoring and tracking progress on projects?

a. Yes/no

72. If yes, please provide examples of how your organization has monitored progress on projects, including systems your organization may have in place to track project deliverables. Please also provide examples of instances of troubleshooting or addressing poor performance, if applicable.

(Suggested word limit: 300 words)

73. How will your organization ensure that your organization and the service provider organizations are adhering to DOHMH protocols, guidance, and standards? *((Suggested word limit: 300 words)*

Please press "Next" to continue to Section VI: Budget and Audited Financial Statements.

SECTION VI: Budget and Audited Financial Statements

Instructions: The following documents must be completed and submitted with your organization's application.

74. Please upload your organization's Proposal Budget (Attachment B of the RFP). *Accepted file types are PDF, DOC, DOCX, PNG, JPG, JPEG, GIF. Maximum size per file is 16 MB. File uploads may require more than one try to be successful.*

A completed Proposal Budget must be submitted for an application to be considered complete.

75. Please upload your organization's Budget Justification (Attachment C of the RFP). *Accepted file types are PDF, DOC, DOCX, PNG, JPG, JPEG, GIF. Maximum size per file is 16 MB. File uploads may require more than one try to be successful.*

A completed Budget Justification must be submitted for an application to be considered complete.

76. If applicable, please upload your organization's Negotiated Indirect Cost Rate Agreement. *Accepted file types are PDF, DOC, DOCX, PNG, JPG, JPEG, GIF. Maximum size per file is 16 MB. File uploads may require more than one try to be successful.*

77. Please upload your organization's audited financial statements for the most recent year audited. If audited financial statements are not available, upload your organization's IRS Form 990. Or, if the entity is not required to file an IRS Form 990, provide a memo on company letterhead, signed by an authorized official, stating the reason. *Accepted file types are PDF, DOC, DOCX, PNG, JPG, JPEG, GIF. Maximum size per file is 16 MB. File uploads may require more than one try to be successful.*

Audited financial statements or an acceptable alternative must be submitted for an application to be considered complete.

You will now be directed to the Final Application Review and Submission screen.

FINAL APPLICATION REVIEW AND SUBMISSION

You have reached the end of this application. You may press "Previous" to return to any prior screens to review and/or change your responses. When you are ready to submit your application, please press "Done." Thank you for applying for this opportunity.

Please note that the applications cannot be saved and completed later. If you exit the application without completing it, your answers will not be saved. Be sure to set aside plenty of time to complete the application in one sitting. If responses and all required documentation are prepared in advance, the application should take approximately 30 minutes to complete.

Once submitted, Applicants will see the following confirmation message, ***"Your application has been successfully submitted and will be reviewed by the selection committee."***

Budget Proposal Instructions

Applicants must prepare and submit a budget using the Excel budget template provided. Budgets should be set based on the maximum funding amount for the neighborhood you are applying for, as shown in the table below. The Budget Proposal template (Attachment D) can be accessed here:

<https://fphnyc.org/get-involved/requests-proposals/>.

Applicant Type	Maximum Funding Amount	Expected Contract Start Date	Expected Contract End Date
Lead CBO	\$103,000	December 16, 2024	December 15, 2025
Partner CBO	\$53,000	December 16, 2025	December 15, 2025

Budgets should clearly demonstrate how funding will be used to implement proposed project activities and achieve all project objectives.

General Instructions

1. All line items should be entered as whole numbers.
2. If no funds are budgeted for a line item, leave it blank.
3. The Excel template contains formulas to auto calculate line item and budget category totals.
4. The Total Request amount in Column L cannot exceed the maximum budget amount listed in the table above.

PS (Personal Services) Expenses

5. Applicants should list all staff positions by position title, including any in-kind staff. This includes all Community Health Worker positions needed to complete the suggested targets based on the tiers in the RFP in addition to current staff who will be contributing to the project. Applicants should indicate percent FTE for staff who are not working 100% on this project. Below is a recommended Community Health Worker staffing per tier. Please note this is a recommended CHW staffing level and is not required.
6. The budget template contains two options for calculating staffing expenses based on either annual salary (Columns C-E) or an hourly rate (Columns F-H). Applicants may elect to use either of these options or may vary selection depending on the staff position. However, Applicants may use only one of these options per staff line.
7. If applicable, Applicants should fill in their organization's established fringe benefit rate as a percentage in Column B. Fringe benefits are auto calculated given the rate entered into Column B.

OTPS (Other Than Personal Services) Expenses

8. Applicants should list all OTPS expenses individually. OTPS costs can include additional costs that go into operating the program, such as travel, office supplies, including tablets, laptops, or other IT technology needed to staff to carry out program activities, program supplies, and printing. All OTPS costs should be directly related to carrying out program activities.
9. Rent/space and utilities – if rent/space and utilities are not included in an applicant's indirect costs, the applicant may include a percentage of those costs as direct costs. Applicant must attach a separate document with their budget describing the methodology for calculating the direct rent/space and utilities costs to this project.

Unallowable OTPS costs include: meals/food, entertainment costs, equipment, vaccine costs, and construction.

Indirect Costs

10. Organizations with a Conditional Indirect Cost Rate (ICR) or Accepted ICR based on an Independent Accountant's Report or Negotiated ICR Agreement (NICRA) may budget using their established rate. All other organizations should budget using a de minimis rate of 10%.

Instructions for Saving and Submitting the Budget Proposal

1. The Budget Proposal Form must be uploaded into SurveyMonkey and submitted as part of your organization's application.
2. Once the form is complete, the file must be converted to PDF before it can be uploaded. Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported through Survey Monkey.
3. To save your completed budget as a PDF file, please complete the following steps:
 - Click on the *File* tab
 - Select "Save As" from the options on the left side bar (or, if you're using an older version of Excel, select "Save As" from the *File* menu).
 - Select the relevant folder location for saving the file. Once the location is selected, the *Save As* dialog box will open.
 - In the dialog box, locate the *Save as type* field and click on the dropdown arrow.
 - From the dropdown menu that appears, select "PDF."
 - Click on the "Options" button (located towards the bottom of the dialog box). This will open a new dialog box for you to enter your formatting options.
 - Under the *Publish what* section, click on the "Active Sheet(s)" option.
 - Click OK to close the Options dialog box.
 - Now back at the *Save As* dialog box, click on "Save" to save the sheet and close the dialog box.
4. Once your budget has been converted to PDF, it will be ready for upload when completing your application in Survey Monkey.

Budget Justification Instructions

The purpose of the Budget Narrative is to provide additional details that do not fit within the Proposal Budget Template so that FPHNYC and DOHMH can better understand the budget for your project.

INSTRUCTIONS: The Project Budget has three functional categories: Personal Services (PS), Other than Personal Services (OTPS), and Indirect Costs (also referred to as overhead costs). Include each category in your Budget Narrative (as shown below) and provide a description of the expenses within each category. Provide an explanation of how amounts were derived and how the expense support accomplishment of objectives. If a particular category has no expenses budgeted, mark it N/A.

Important Notes:

- Applicants are strongly encouraged to follow this template when preparing their budget narrative.
- The budget narrative shall provide a justification for each proposed cost in the budget and demonstrate how it will support accomplishment of objectives.
- Budget numbers that are referenced in the narrative should match the numbers in the Proposal Budget.
- The budget narrative has no page limit.

Personnel Services (PS) | Total Budgeted: \$

1. Salaries

For each requested position, please (1) provide position title, (2) indicate whether the position is a current employee of the applicant or to be hired, (3) describe the position's scope of responsibility, and (4) demonstrate how the position will support accomplishment of objectives.

- Position Title, (Incumbent Name or to be hired): Include scope of responsibility and justification here.

EXAMPLE:

- Community Outreach Manager, Jasmine Gray: The Community Outreach Manager provides oversight for FPHNY's community-based outreach program, ensuring that program operations meet established operational standards and objectives. They plan and coordinate daily outreach efforts; develop partnerships and liaise with community agencies to provide linkages to care; set goals, collect data, and track performance metrics; and implement policies, procedures, and training to ensure the safety, respect, and well-being of clients, volunteers, and staff. The Community Outreach Manager will take the lead in implementing the project, particularly in ensuring that FPHNY completes training and reporting requirements and is able to achieve all objectives.

2. Fringe Benefits

Provide your organization's fringe benefit rate and the basis for calculation below. Include a detailed breakdown of percentages and/or amounts for individual fringe benefits and allowances.

EXAMPLE:

FPHNY's fringe benefit rate is calculated based on a blend of varying rates for standard benefits such as health, dental and vision coverage, life insurance, 403B retirement plan, FICA, etc. Please see below for full breakdown:

- F.I.C.A. XX%
- Health Insurance XX%
- Unemployment Insurance XX%
- Dental Insurance XX%
- Life Insurance XX%
- Workers' Compensation XX%
- Pension/Retirement XX%
- Medicare XX%
- NYC Transit Tax XX%
- ST Disability Insurance XX%
- LT Disability Insurance XX%
- Vision XX%
- Total Fringe Benefit Rate 30%**

Other than Personnel Services (OTPS) | Total Budgeted: \$

List all OTPS expenses individually (e.g. laptops/tablets, phones, travel, incentives, etc.). For each expense, please (1) provide a description of the items or services; (2) breakdown how the costs have been calculated; and (3) justify the need for the cost to carryout activities.

EXAMPLES:

- Office Supplies: This budget line will purchase office supplies including binders, file folders, printer paper, toner, pens, etc. \$100 per month x 6.5 months = \$650.
- Computer Supplies: This budget line will purchase two tablets that will be used to collect program and participant data in addition to performing administrative work connected to this program. \$500 X 2 tablets = \$1,000.
- Printing: This budget line will cover the costs of printing outreach materials including flyers, registration forms, handouts, workshop information, etc. \$500 x 6.5 months = \$3,250.

Indirect Costs | Total Budgeted: \$

Describe how your organization's indirect rate is determined and what costs are represented.

- *Organizations with a Negotiated Indirect Cost Rate Agreement (NICRA) may budget using that rate.*
- *Organizations that do not have a NICRA may use a de minimis rate of 10 percent. This is a maximum allowance; if the organization has lower rates, the lower rates should be used.*
- *If requesting a negotiated rate, attach a copy of the current fully executed, indirect cost rate agreement.*

EXAMPLE:

FPHNY has a federally approved indirect cost rate of XX%, which covers overhead costs such as rent, utilities, and insurance, as well as general and administrative expenses, including finance and accounting, human resources, payroll, and benefits administration. Please see attached agreement.