

T2 Community-Based Organization Engagement Opportunities

H+H RFP

7/1/2020

REQUEST FOR PROPOSALS

T2 Community-Based Organization Engagement Opportunities

GENERAL OVERVIEW

COVID-19

“Test and Trace”, or T2, is a major part of the City of New York’s effort to manage the COVID-19 pandemic. The T2 program includes making testing for the virus widely available and encourages New Yorkers to get tested. The “Trace” element refers to conducting citywide contact tracing. Contact tracing involves identifying and outreaching to individuals who test positive to encourage them to isolate or quarantine, offering services and lodging to support adherence to isolation or quarantine, and linking individuals to additional health and supportive resource referrals. Contact tracers ask those testing positive to identify their close contacts, provide information about them, and then reach out to those individuals to encourage them to also get tested and as necessary, to quarantine or isolate. The T2 program is led by New York City Health and Hospitals Corporation (**H+H**), which operates the City’s municipal public hospital system. The Test & Trace Corps comprises the leadership and full body of individuals who are overseeing the City’s COVID-19 testing and contact tracing outreach.

The City’s T2 work sits atop a foundation of public health guidance and adherence to that guidance including guidance on staying home if you are sick, wearing masks when in public, maintaining physical distance between oneself and other New Yorkers, and practicing good hand hygiene. This public health guidance is as relevant now as ever. Ensuring New Yorkers continue to follow this guidance is critical for the success of the Test and Trace Corps and the City’s efforts to stop the spread of COVID-19.

Background

The City recognizes that Community-Based Organizations (CBOs), including Faith-Based organizations (FBOs) are critical to guiding and supporting the City’s COVID-19 response and recovery efforts, particularly to ensure that communities hardest hit by COVID-19 have direct access to COVID-19-related information and services. A community-engaged approach has also been vigorously supported by the Racial Inclusion and Equity Task Force and the T2 Community Advisory Board, along with a number of other leaders and stakeholders.

CBOs and FBOs situated in or serving communities most impacted by COVID-19 can offer tailored and contextualized COVID-19-prevention education and other activities that are accessible, culturally and linguistically responsive, and trauma- and resilience-informed.

Neighborhood, Cultural, Language, and Demographic Focus

The COVID-19 pandemic has disproportionately harmed demographic groups and communities that experience high levels of hospitalizations and deaths due to longstanding inequities. The communities most impacted by COVID-19 are also burdened by higher concentrations of comorbidities such as hypertension, diabetes, COPD, and obesity. These neighborhoods also have a higher concentration of structural conditions that exacerbate COVID-19 risk, including crowded housing situations, multigenerational households, as well as a higher concentration of populations that may have delayed or

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reduced access to medical care, including essential workers, immigrant populations, and who are experiencing poverty.

CBOs are uniquely positioned to inform the development and dissemination of reliable information about Test & Trace and the core public health guidance critical to stopping the continued spread of COVID-19 on the frontline.

This initiative will focus on communities that have been disproportionately burdened by COVID-19, especially communities whose COVID-19 data markers are worsening or improving at a slower rate than the Citywide average and where structural conditions of racism have exacerbated the effects of the pandemic. The community targets may shift over the course of the contract given relevant public health data.

CONTRACTING OPPORTUNITY

In this solicitation, H+H, in collaboration with NYC Department of Health and Mental Hygiene (NYCDOHMH), seeks approximately 20 CBOs for awards of approximately \$750,000, \$200,000 or \$50,000 each. To qualify for the award of one of these contracts, a CBO should have the ability to dedicate at least 1.5 - 25 FTE to the contracted work depending on the funding level granted/requested. Contracts will be awarded with the goal of covering the maximum number of key neighborhoods (see below) and reaching the broadest possible range of priority populations to reach the maximum number of New Yorkers in communities hardest-hit by the pandemic. Organizations with a demonstrated ability to cover larger areas and manage additional organizers may be awarded amounts exceeding \$750,000, with additional requirements scaled to match the size of the grant. It is expected that work will begin in the month of July, 2020 and will continue for four months through November 2020.

H+H may issue a subsequent solicitation or solicitations seeking to fill any gaps in coverage to supplement this solicitation.

H+H is soliciting proposals from CBOs to promote T2, including messaging around testing and tracing and to undertake public education regarding the benefits of wearing a mask and maintaining physical distancing, COVID-19 prevention and safe reopening practices. In particular, H+H wishes to make contracts with CBOs to promote, educate, and deliver information and services to New Yorkers regarding:

- (1) the importance of getting tested, and how/when to get retested;
- (2) the importance of responding to Test & Trace Corps calls or in-person outreach and participating in active monitoring – including providing information about recent contacts with people who might have been exposed to COVID-19 by contact with those who recently tested positive;
- (3) the need to safely separate from loved ones and coworkers to stop the spread of the virus;
- (4) the need to follow precautionary measures including social distancing practices, mask-wearing adherence, and relevant guidance on safe reopening practices; and
- (5) the benefits of social distancing, mask adherence, relevant guidance on reopening and safe practices, and other COVID-19 precautionary measures.

CBOs will create, promote, and/or distribute messages and materials that aim to increase trust in T2, and will collaborate with other entities encouraging such practices in the community.

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CBO that can only provide a portion of the services described or can only provide services to certain communities are encouraged to apply. H+H's selection will be based on the ability of all CBOs taken together to be able to provide all the desired services in all priority communities; no single CBO will be disqualified because it cannot do everything.

CBOs awarded under this procurement will be deemed pre-qualified for other community engagement work; additional community outreach and engagement work for T2 or the City's COVID-19 response may be awarded to the CBOs deemed pre-qualified, due to their section under this solicitation.

Qualifications

CBOs seeking to contract with H+H pursuant to this solicitation shall demonstrate the following:

- Capacity to develop and distribute culturally competent educational programming and materials, which will be subject to H+H and DOHMH approval;
- A record of developing culturally tailored outreach and engagement campaigns including printed and digital content, distribution and engagement activities including leafletting, door hangers/door knocking and texting campaigns, phone banking, tele-town halls, and community education activities and community events;
- Capacity to build and maintain local alliances, such as experience with coalition building and/or community organizing;
- Capacity to organize community events including online events;
- Ability to meet the cultural and linguistic needs and practices of the priority population they plan to serve, and a commitment to engaging communities with respect and humility;
- Willingness to promote relevant public health guidance related to testing, contact tracing, isolation/quarantine, face coverings, physical distancing, and hand hygiene;
- Ability to provide weekly reports to a Test & Trace Corps program officer or their designee with updates on quantitative and qualitative metrics

CBOs shall demonstrate the ability to achieve the following staffing:

TIER 1 (\$750,000 four-month grant)

1. 25 full-time dedicated staff persons required including at least:
 - a. Hire (5) Community Ambassadors to promote the ways community members can connect to the Test & Trace effort, answer questions and demystify testing and tracing for community members and share public health guidance.
 - b. Option to hire young adults (ages 14-24) to participate in digital outreach engagement, including support with development of tailored assets and an engagement strategy).
 - c. Option to sub-contract with smaller CBOs. Tier 1 CBOs are strongly encouraged to engage with smaller CBOs through their award monies and document this in their scope of work.

TIER 2 (\$200,000 four-month grant)

1. 8 full-time dedicated staff persons required
 - a. Hire (2) T2 Community Ambassador to promote the ways community members can connect to the Test & Trace effort, answer questions and demystify testing and tracing for community members and share public health guidance.
 - b. Option to hire young adults (ages 14-24) to participate in digital outreach engagement, including support with development of tailored assets and an engagement strategy).

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TIER 3 (\$50,000 four-month grant)

1. 1.5 full time equivalent staff time dedicated to promote T2 and share public health guidance
 - a. Option to hire young adults (ages 14-24) to participate in digital outreach engagement, including support with development of tailored assets and an engagement strategy).

Neighborhood, Cultural, Language, and Demographic Focus

The City and CBOs will identify communities particularly affected by COVID-19 defined by racial or ethnic identity, culture, faith, languages spoken, or geographic area where they have unique qualifications and experience to provide services. The following is partial list of such communities, and CBOs may propose other such communities where their organization can provide a focused approach to services. In addition, CBOs may be required to work outside their specific neighborhoods if public health data indicates the need to expand or shift the program's geographic focus. H+H will award contracts with the goal of achieving coverage across priority populations, languages, and neighborhoods.

Key Neighborhoods and Zip Codes

The City will select Community Based Organizations that cover all neighborhoods and zip codes in Groups A and B. In addition, CBOs that cover neighborhoods and zip codes in Group C are encouraged to apply, the City may select groups within those neighborhoods but may not require full coverage of Group C neighborhoods. The following list is organized by borough.

| Group | ZIP Census Tab Area | Neighborhood Name | Borough |
|-------|---------------------|--|---------|
| B | 10451 | Concourse/Melrose | Bronx |
| B | 10452 | Concourse/Highbridge | Bronx |
| B | 10453 | Morris Heights/Mount Hope/University Heights | Bronx |
| C | 10454 | Mott Haven/Port Morris | Bronx |
| B | 10455 | Mott Haven | Bronx |
| A | 10456 | Claremont/Morrisania | Bronx |
| A | 10457 | Belmont/Claremont/Mount Hope/Tremont | Bronx |
| C | 10458 | Belmont/Fordham University/Kingsbridge | Bronx |
| B | 10459 | Charlotte Gardens/Hunts Point | Bronx |
| B | 10460 | Charlotte Gardens/Tremont/Van Nest/West Farms | Bronx |
| C | 10461 | Morris Park/Pelham Bay/Westchester Square | Bronx |
| C | 10462 | Parkchester/Pelham Parkway/Van Nest/Westchester Square | Bronx |
| B | 10463 | Kingsbridge/Marble Hill/Riverdale/Spuyten Duyvil | Bronx |
| C | 10465 | Country Club/Throgs Neck | Bronx |
| C | 10466 | Edenwald/Wakefield | Bronx |
| C | 10467 | Allerton/Norwood/Pelham Parkway/Williamsbridge | Bronx |
| A | 10468 | Fordham/Kingsbridge/University Heights | Bronx |
| C | 10469 | Allerton/Baychester/Pelham Gardens/Williamsbridge | Bronx |

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| | | | |
|---|-------|---|-----------|
| A | 10472 | Soundview | Bronx |
| B | 10473 | Castle Hill/Clason Point/Soundview | Bronx |
| B | 10474 | Hunts Point | Bronx |
| C | 10475 | Co-op City/Edenwald | Bronx |
| B | 11203 | East Flatbush (North)/East Flatbush (South) | Brooklyn |
| C | 11204 | Bensonhurst/Mapleton | Brooklyn |
| C | 11205 | Bedford-Stuyvesant (West)/Clinton Hill/Fort Greene | Brooklyn |
| C | 11206 | Williamsburg (South) | Brooklyn |
| B | 11207 | Cypress Hills/East New York | Brooklyn |
| A | 11208 | Cypress Hills/East New York | Brooklyn |
| C | 11210 | Flatlands/Midwood | Brooklyn |
| B | 11212 | Ocean Hill-Brownsville | Brooklyn |
| C | 11213 | Crown Heights (East) | Brooklyn |
| C | 11216 | Bedford-Stuyvesant (West)/Crown Heights (West) | Brooklyn |
| C | 11218 | Kensington/Windsor Terrace | Brooklyn |
| C | 11219 | Borough Park | Brooklyn |
| C | 11220 | Sunset Park | Brooklyn |
| C | 11221 | Bedford-Stuyvesant (East)/Bushwick | Brooklyn |
| A | 11224 | Brighton Beach/Coney Island/Seagate | Brooklyn |
| C | 11232 | Sunset Park | Brooklyn |
| C | 11233 | Bedford-Stuyvesant (East)/Ocean Hill-Brownsville | Brooklyn |
| C | 11234 | Bergen Beach/Flatlands/Marine Park/Mill Basin | Brooklyn |
| C | 11235 | Brighton Beach/Manhattan Beach/Sheepshead Bay | Brooklyn |
| B | 11236 | Canarsie | Brooklyn |
| C | 11237 | Bushwick/East Williamsburg | Brooklyn |
| C | 11238 | Clinton Hill/Prospect Heights | Brooklyn |
| A | 11239 | East New York | Brooklyn |
| C | 10002 | Chinatown/Lower East Side | Manhattan |
| C | 10003 | East Village/Gramercy/Greenwich Village | Manhattan |
| C | 10009 | Alphabet City/East Village/Stuyvesant Town-Cooper Village | Manhattan |
| C | 10013 | Hudson Square/Little Italy/SoHo/TriBeCa | Manhattan |
| C | 10025 | Manhattan Valley/Morningside Heights/Upper West Side | Manhattan |
| C | 10026 | Central Harlem (South) | Manhattan |
| C | 10027 | Central Harlem (South)/Morningside Heights/West Harlem | Manhattan |
| C | 10029 | East Harlem | Manhattan |
| C | 10030 | Central Harlem (North) | Manhattan |
| C | 10031 | Hamilton Heights/West Harlem | Manhattan |
| C | 10032 | Washington Heights (South) | Manhattan |
| C | 10033 | Washington Heights (North)/Washington Heights (South) | Manhattan |
| C | 10034 | Inwood/Washington Heights (North) | Manhattan |
| B | 10035 | East Harlem | Manhattan |

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|---|-------|--|-----------|
| C | 10037 | Central Harlem (North)/East Harlem | Manhattan |
| C | 10039 | Central Harlem (North)/Washington Heights (South) | Manhattan |
| B | 10040 | Washington Heights (North) | Manhattan |
| C | 11101 | Astoria (South)/Long Island City/Sunnyside | Queens |
| B | 11354 | Flushing/Murray Hill | Queens |
| B | 11355 | Flushing/Murray Hill/Queensboro Hill | Queens |
| C | 11356 | College Point | Queens |
| B | 11366 | Fresh Meadows/Hillcrest | Queens |
| C | 11367 | Kew Gardens Hills/Pommonok | Queens |
| B | 11368 | Corona/North Corona | Queens |
| B | 11369 | Airport/East Elmhurst | Queens |
| C | 11370 | Jackson Heights/Rikers Island | Queens |
| C | 11372 | Jackson Heights | Queens |
| C | 11373 | Elmhurst | Queens |
| C | 11377 | Woodside | Queens |
| C | 11385 | Glendale/Ridgewood | Queens |
| C | 11411 | Cambria Heights | Queens |
| B | 11412 | St. Albans | Queens |
| C | 11413 | Laurelton/Rosedale | Queens |
| C | 11414 | Hamilton Beach/Howard Beach/Lindenwood | Queens |
| C | 11415 | Kew Gardens | Queens |
| B | 11416 | Ozone Park | Queens |
| C | 11417 | Ozone Park | Queens |
| C | 11418 | Richmond Hill | Queens |
| B | 11419 | Richmond Hill/South Ozone Park | Queens |
| B | 11420 | South Ozone Park | Queens |
| C | 11421 | Woodhaven | Queens |
| C | 11422 | Rosedale | Queens |
| B | 11423 | Hollis/Holliswood | Queens |
| C | 11426 | Bellerose | Queens |
| C | 11427 | Bellerose/Hollis Hills/Holliswood | Queens |
| C | 11428 | Queens Village | Queens |
| C | 11429 | Queens Village | Queens |
| B | 11432 | Hillcrest/Jamaica Estates/Jamaica Hills | Queens |
| B | 11433 | Jamaica | Queens |
| B | 11434 | Airport/South Jamaica/Springfield Gardens/St. Albans | Queens |
| B | 11435 | Briarwood/Jamaica | Queens |
| B | 11436 | South Jamaica/South Ozone Park | Queens |
| A | 11691 | Edgemere/Far Rockaway | Queens |
| B | 11693 | Arverne/Broad Channel | Queens |
| B | 11694 | Belle Harbor-Neponsit/Rockaway Park | Queens |

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| | | | |
|---|-------|---|---------------|
| B | 10301 | Silver Lake/St. George | Staten Island |
| C | 10302 | Elm Park | Staten Island |
| C | 10303 | Graniteville/Mariner's Harbor/Port Ivory | Staten Island |
| B | 10304 | New Dorp/Todt Hill | Staten Island |
| C | 10305 | Arrochar/Midland Beach/Shore Acres/South Beach Ocean Breeze | Staten Island |
| C | 10307 | Tottenville | Staten Island |
| C | 10310 | Port Richmond/Randall Manor/West Brighton | Staten Island |
| C | 10314 | Bloomfield/Freshkills Park | Staten Island |

Key Languages

The City is focused on engaging CBOs with leadership and staff with fluency in languages prevalent in high-impact communities. Such languages include Spanish, Chinese, Russian, Korean, Bengali, Punjabi, Urdu, Arabic, French, Haitian Creole, Kru, Tagalog, African languages, Polish, Hindi, Yiddish, and American Sign Language (ASL). CBOs may identify additional languages.

Additional Priority Populations:

- People with disabilities, including:
 - Physical disabilities, blind and low vision, and Deaf or hard of hearing, cognitive or developmental disabilities, and intellectual disabilities.
- Black communities
- Latino communities
- Asian and Pacific Islander communities
- LGBTQI+ and TGNCNB communities
- NYCHA communities
- Immigrants, including legal residents and those who are undocumented
- Individuals who are homeless or experiencing housing instability
- Youth and Young Adults
- People over the age of 65
- Individuals with behavioral health needs
- Justice-involved individuals
- Individuals who use drugs or substances
- Individuals with informal job situations, including sex workers
- CBOs are encouraged to identify other priority populations

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SCOPE OF WORK

CBOs will be required to promote and educate New Yorkers at increased risk of contracting COVID-19 regarding physical distancing practices, mask adherence, relevant guidance on safe reopening and safe practices, getting tested, participating in contact tracing, safely separating if required to do so, and other COVID-19 precautionary measures.

Community Organizations shall:

Planning, Reporting and Project Management

1. Develop and submit a planning document that includes a description of constituency (and neighborhoods) they intend to inform development, reach, and other messaging strategies to encourage participation in testing and tracing (including metrics, e.g. palm cards handed out per month), though CBOs may propose additional strategies. This plan must also include a list of locations within the neighborhoods intended to be served where social distancing is or may become problematic.
2. Participate in a regular call with Test & Trace administration or their designee for CBOs, and individual check-ins as needed--facilitating cross education around testing, contact tracing, wraparound services and public health guidance including physical distancing and mask adherence
3. Provide schedules at least one week in advance of planned activities including likely locations for leafleting and face covering distribution.
4. Periodically attend Test & Trace Community Advisory Board workgroups and meetings to provide reports on progress.
5. Incorporate Test & Trace education into existing service provision.
6. Apply a "trusted messengers" model (as used effectively in mentorship programs for justice-involved individuals) to the hiring and training of staff undertaking this work.
7. Reporting:
 - a. Tier 1 & Tier 2: provide daily reporting on reach and activities completed, based on the planning document; reporting template will be provided and all awardees will be required to report in accordance with Mayor's Office of Operations standards.
 - b. Tier 3: provide weekly reporting on reach and activities completed, based on the planning document; reporting template will be provided and all awardees will be required to report in accordance with Mayor's Office of Operations standards.

Outreach and Education

8. Conduct outreach on social distancing that centers on education and proactive engagement including at locations within the neighborhoods served where social distancing is or may become problematic. In each interaction, the staff member's goal is to support adherence to public health guidelines by: offering information about COVID-19 and how to reduce exposure, and providing resources such as face coverings or sanitizer. However, CBOs will not be responsible for "enforcing" social distancing restrictions.
9. Complete street-level outreach and face covering distribution in high-traffic areas or other areas where community members naturally congregate such as: playgrounds, places of worship, food distribution sites, NYCHA & other building entrances, bodegas, bars, restaurants, grocery stores, busy intersections and subway stops, tabling at businesses, program intakes and orientations, social worker check-ins, legal services or other social service appointments.
 - a. Tier 1 funding level: twelve T2 leafleting 3-hour shifts per month (here a shift refers not to an individual staff person but an organized effort for at least half the staff dedicated to this effort).

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- b. Tier 2 funding level: three T2 leafleting 3-hour shifts per month (here a shift refers not to an individual staff person but an organized effort for at least half the staff dedicated to this effort).
- c. Tier 3 funding level: not applicable

Note: some of this leafleting and mask distribution may be required to take place at local high traffic playgrounds.

10. Place posters at high-traffic locations:

- a. Tier 1 funding level: at least 150 posters per month
- b. Tier 2 funding level: at least 50 posters per month
- c. Tier 3 funding level: at least 25 posters per month

11. Host or join “Inform and Engage” Virtual Town Halls/ Meetings with the target constituency and Test & Trace administration:

- a. Tier 1 funding level: at least one per week
- b. Tier 2 funding level: at least two per month
- c. Tier 3 funding level: at least one per month

12. Phone and text bank in target zip codes about testing sites in the area and the tracing program (goals should be set in your submission based on your requested funding but should be no fewer than 500 contacts per organizations per month for Tier 1 and Tier 2), or offer a call line to answer questions from community members and clients in tracing

13. Community Organizations will be expected to distribute protective equipment (masks) along with education materials and collaborate with other entities encouraging such practices in neighborhoods. Some of this distribution may be required to take place at local playgrounds.

Message and Service Delivery

14. Incorporate messaging on the importance of social distancing into interactions community members already have with trusted community institutions as a routine part of their existing interactions.

15. Participate in one or more NYC GOV sponsored “Inform & Engage” city-wide outreach events in person and digitally.

16. Regular email updates to constituents (at least once a week).

17. 3 or more weekly social media posts.

18. (Optional) Provide an opportunity to “sign up to learn more” (for online and/or in person engagements).

Any CBO that believes one or more of the above strategies are ineffective or otherwise inappropriate for the community they plan to target may, in lieu of proposing compliance with the above may provide a statement explaining why the strategy is inappropriate and how the CBO intends to replace such strategy with another. However, all CBOs must agree to the reporting requirements.

While the City believes that CBOs should use their knowledge and experience to set weekly schedules and the location of engagement (ie: which parks, transit stations etc.); the City may provide direction in some circumstances to facilitate appropriate coverage on a case by case basis.

Tier 1 CBOs are strongly encouraged to engage with smaller CBOs through their award monies and document this in their scope of work.

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REQUEST FOR PROPOSALS SUBMISSION REQUIREMENTS

In an effort to engage with many CBOs while prioritizing community-led organizations, H+H has issued this RFP to invite organizations interested in doing this work to submit a proposal outlining their interest, experience, and unique capabilities. H+H anticipates negotiating contracts with multiple organizations as a result of this outreach during the month of July and may negotiate further contracts with additional organizations over the course of the next four months (July – November) as COVID-19 response needs change and arise, particularly within various communities and populations.

PROPOSAL REVIEW AND SELECTION: All information provided in response to this RFP will be reviewed. Submissions will be reviewed following close of the submission period at 12pm on Monday, July 13th. The following considerations/ criteria for CBO selection will be used in considering CBO selection:

1. Organizations with demonstrated experience providing outreach, engagement and service referrals in priority neighborhoods and/or to underserved/underrepresented populations.
2. Organization demonstrates capacity and/or experience in conducting community engagement, outreach, or message development and distribution with cultural humility and responsiveness.
3. Organization demonstrates capacity to build, maintain, and/or participate in local alliances, such as experience with coalition building and/or community organizing.
4. Organization demonstrates how they have adapted their work since March 2020 to respond to COVID-19.
5. Organizations with demonstrated ability and capacity to provide quantitative high-quality reporting.
6. Organizations with demonstrated staffing expertise and/or capacity, including leadership, structure, and unique qualifications to serve the organization's priority population(s).

PROPOSAL FORMAT AND SUBMISSION: CBOs interested in responding to this RFP should complete three parts in the application form, available here (<https://www.surveymonkey.com/r/T2CBOGrantApp>): 1) question and answer section, 2) scope of work, and 3) line-item budget. The scope of work and budget can be uploaded to the application form. It is requested that submissions be made by Monday, July 13th at 12PM. There is no minimum or maximum limit for submissions. CBOs unable to submit their applications through the Survey Monkey form can instead submit the application as a Word document using the template provided here (<https://hhinternet.blob.core.windows.net/uploads/2020/07/test-and-trace-community-based-organization-engagement-rfp.docx>), emailing the 1) question and answer Word document, 2) scope of work, and 3) line item budget to TestandTraceCorps@nychhc.org. No letters of support or supplemental documentation is required.

PROPOSAL QUESTIONS: Questions should be sent no later than Tuesday, July 7th at 11PM to: TestandTraceCorps@nychhc.org. Responses to questions and comments will be posted online at 6PM on Thursday, July 9th.

PROPOSAL CONTENT

There are three required components for proposal submission. Each component is outlined below.

PART 1: Question and Answer Application form (submit via Survey Monkey at <https://www.surveymonkey.com/r/T2CBOGrantApp> or email submission via Word or PDF, template provided)

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Organizational Information and background

- 1) Please submit the following information about your organization:
 - a. Organization name
 - b. EIN/TIN
 - c. If the CBO is recognized as tax exempt under IRS 501(c)(3)
 - d. Executive Director/CEO name and contact information
 - e. Program Director and contact information
 - f. Address
- 2) Description of organization capacities listed above, repeated below
 - a. Description of demonstrated experience providing outreach, engagement and service referrals in priority neighborhoods and/or to underserved/underrepresented populations.
 - b. Description of demonstrated capacity and/or experience in conducting community engagement, outreach, or message development and distribution with cultural humility and responsiveness.
 - c. Description of demonstrated capacity to build, maintain, and/or participate in local alliances, such as experience with coalition building and/or community organizing.
 - d. Description of demonstrate how the organization has adapted their work since March 2020 to respond to COVID-19.
 - e. Description of demonstrated ability and capacity to provide quantitative high-quality reporting.
 - f. Description of demonstrated staffing expertise and/or capacity, including leadership, structure, and unique qualifications to serve the organization's priority population(s).

Population and Service Focus

- 3) Provide a brief description of the following:
 - a. The community/ communities that your organization plans to serve, including zip codes covered, if applicable, and your experience serving those named
 - b. The specific cultural and linguistic expertise your organization affords
 - c. The populations your organization serves

PART 2: Scope of Work (submit via Survey Monkey or email submission via Word or PDF)

Proposed Scope of Service, including Proposed Service Tier (1, 2, 3)

- 4) Please describe how your organization will provide the services described above, including:
 - a. Narrative of how your organization can contribute to community education and awareness of T2 services and COVID-19 education efforts including social distancing and mask adherence promotion; include:
 - i. proposed approach to educating community members
 - ii. relationships and community connections your organization uniquely brings to this work
 - iii. experience over the past 100 days responding to the crisis created by COVID-19
 - iv. why your organization wants to engage in this work
 - v. experience with public health or health-related campaigns and education efforts (anti-violence, anti-stigma, and anti-racism interventions are considered public health-related campaigns)
 - vi. existing work, unrelated to this proposal, that could create synergies or opportunities to amplify the work required in this proposal

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- vii. the type of reporting your organization can be relied on to provide and past experience with metrics driven and quantifiable deliverables in organizing and engagement campaigns
 - viii. specific locations and forums your organization would target and engage in to spread these messages
 - ix. whether you have staff available now to devote to this project or would plan to hire additional staff if you were awarded this funding
- b. Why your organization is uniquely qualified to provide the services described in the Scope of Work

PART 3: Line-Item Budget (submit via Survey Monkey or email submission as a separate document)

Budget

- 5) Line-item budget, including staffing and OTPS costs, associated with providing this service. This budget should not exceed the total allocation per CBO included in this RFP.
- a. Indicate whether hazard pay for staff will be provided. We do not intend to require any work effort requiring hazard pay.

Anticipated Timeline

Four months (July - November 2020)

COVID Health and Safety Requirements for CBO Engagement Opportunities

All in-person outreach should be completed with necessary personal protective equipment. This equipment may be a simple set of gloves and cloth face covering unless otherwise indicated by the City's own guidelines. This equipment will be provided by the City for the purpose of completing the required tasks under this RFP.