

Responses to RFEI Questions

06/28/2017

Eligibility

- **Community-Based Organization (CBO):** A 501c3 working in local communities throughout New York City.
- **Citywide CBO:** A “citywide” provider operates in one or more of the five boroughs, with sufficient resources to serve a diverse number of immigrant communities throughout the city.
- **CBO in Hard-to-Reach Communities:** “Hard-to-reach” communities include, but are not limited to, recently arrived populations from Africa, Asia, and the Caribbean. However, we will consider applications from all community-based organizations that serve immigrant communities. Applications should clearly demonstrate whether their organization serves particularly underserved populations or geographic regions.
- **Can a CBO apply for both citywide and as a provider in hard-to-reach communities?** Each CBO may only receive one award. If the CBO is a member of the New York Immigrant Coalition (NYIC) and operates *both* on a citywide basis and in hard-to-reach communities, it may apply under either organization status.

Deliverables

- A “**unique community member**” is a single community member.
- **For each citywide CBO:**
 - The CBO will receive \$24,000 to hold 45 KYR forums over 10 months.
 - *In total*, this CBO must obtain the attendance of at least 1,125 unique community members (approx. 25 unique community members per forum).
- **For each CBO in hard-to-reach communities:**
 - The CBO will receive \$14,000 to hold 25 KYR forums over 10 months.
 - *In total*, this CBO must obtain the attendance of at least 500 unique community members (approx. 20 unique community members per forum).
- **Program Totals:**
 - 6,750 unique community members total for all 6 citywide CBOs.
 - 1,500 unique community members total for all 3 CBOs operating in hard-to-reach communities.
 - 8,250 total community members program-wide.
- **Budget:** There are no requirements on how funding is used by the grant recipient as long as deliverables are met.

Training and Materials

- **Training:** CBO staff will attend one full-day training in late July. At this session, staff members will receive all instruction required to hold KYR forums, including training on software requirements.
 - **Follow-Up Trainings:** CBO staff will be required to participate in additional training sessions as needed regarding data management and content updates.
 - **Check-Ins:** CBO staff will regularly check in with the Mayor's Office of Immigrant Affairs (MOIA) staff to coordinate on location and scheduling of KYRs. CBOs will transmit KYR data to MOIA on a weekly basis.
- **Materials:** All KYR presentations, including slides, will be provided to CBOs at the CBO training in July. CBOs are responsible for making copies of materials to distribute at KYRs.

Content of KYR Forums

The Mayor's Fund to Advance New York City

- **Referrals to Legal Counsel:** CBO KYR presenters will be required to connect KYR attendees to the ActionNYC hotline to make an appointment for ActionNYC's confidential legal services. For more information, see: <http://www1.nyc.gov/site/actionnyc/help/legal-services.page>
- **Discrimination in housing and employment:** CBO presenters will be provided with City resources and rights information in the areas of housing and employment as a part of the training and presentation materials.
- **KYR Presenters:** The Mayor's Fund requests that those delivering the presentations are community organizers or navigators. If the CBO wishes to have an attorney conduct a KYR forum, the CBO should include in their RFEI response why the attorney would be the appropriate spokesperson.

Arranging KYR Forums with Hosts

- **Arranging KYR Forums:** The CBO's will make recommendations on locations of KYRs. The Mayor's Fund, the Mayor's Office of Immigrant Affairs (MOIA), and the New York City Department of Education (DOE) will make all final determinations.
- **DOE as a Partner:** The DOE reserves the right to make all final determinations and approvals regarding the location of each KYR. This is to ensure that priority needs are being met across the city.
- **KYRs in Schools:** KYR presentations are intended for both students and their parents. These forums will be held primarily outside of school hours, and will target high school students. These KYR forums will be held primarily in NYC schools.