Taskforce on Racial Inclusion & Equity (TRIE)
TRIE Neighborhoods: Request for Information

Updated March 17, 2021

RFI for Neighborhood Coordinators

Dear Community Partner:

The Taskforce on Racial Inclusion & Equity (TRIE) is seeking requests for information (RFI) from community-based organizations or M/WBE certified owned businesses with a commitment to reducing equity gaps for communities of color, helping strengthen neighborhood coalitions, and promoting stronger recovery from COVID-19 by serving as **TRIE Neighborhood Coordinators (TNCs)**. Grassroots and community-led coalitions have been on the frontline of responding to the pandemic. To increase local coordination, the Taskforce will support a system of "TRIE Neighborhoods" or local coalitions within 33 disproportionately impacted neighborhoods with significant racial and economic disparities in health outcomes as identified by the City. TRIE Neighborhoods will support local information-sharing, organizing, and resource coordination while providing real-time feedback loops to the City to ensure a strong response and recovery.

The TRIE Neighborhoods will comprise diverse, multi-sector stakeholders, including nonprofit organizations serving populations impacted by COVID-19 inequities, businesses, houses of worship, community boards, educational institutions, tenant associations, mutual aid coalitions, and civic bodies. Each TRIE Neighborhood will have direct ongoing contact and engagement with local residents and stakeholders to collectively identify shared resources, assets, needs, and priorities; strengthen COVID-19 recovery and resilience by sharing timely information and assisting in developing hyperlocal plans and ultimately strengthen community cohesion. TRIE Neighborhoods will have City agency staff and officials available to them to share City resources and facilitate connections to existing City-funded coalitions in their neighborhood.

Through the TRIE Citywide Neighborhood Administrator (TCNA) selected by the City, the City will award each TRIE Neighborhood, via the designated TNC, $20,000 for Phase I of the program support the ongoing COVID-19 response, increase the local civic infrastructure, and conduct a community needs assessment. The TNC will convene community stakeholder groups, coordinate meetings, and must be either a 501c-3 or equivalent tax status or a certified M/WBE. Your organization will receive an advance of half the Phase I award through the TRIE Citywide Neighborhood Administrator upon execution of an agreement. The remaining funds will be paid based on agreed-upon milestones. Upon completion of Phase I milestones, TNCs will have an opportunity to access an additional allocation of $40,000, to leverage the needs assessment to develop plans that will inform the long-term recovery process. Funding will start in this fiscal year (FY21) and run through FY 2022.

Coalitions will develop and execute a strategy to support localized response in the following areas:	
Primary Focus Area – COVID 19 Response	**Secondary Focus Area – Community Building**
1. Vaccine Education 2. Test and Trace Education 3. Community Resource Mapping & Service Coordination.*	1. Civic Education & Rank Choice Voting 2. Setting agenda and deliverables for Phase II during 2021-2022 fiscal years, based on needs assessment

Community Needs Assessment: TRIE Neighborhoods will conduct a needs assessment capturing the experiences of COVID-19, awareness of local resources for vulnerable populations, and neighborhood priorities. The needs assessment may include various data collection methods, with an online version housed on a portal provided by the Civic Engagement Commission (CEC).

*Service Coordination: TRIE Neighborhoods will be trained and supported in connecting local residents to mental and behavioral health resources available through the City throughout all Phases of the program.

TNCs will have an opportunity to be awarded up to $40,000 to implement deliverables/action items defined as Phase II. Phase II funding will respond to identified needs for each neighborhood through a participatory process of coalition members, additional stakeholders, and residents voting on proposals to fund their neighborhood.

Impact & Outcomes

Please address in your response to the RFI, your capacity and plan to address the below responsibilities of a TNC and the geographic area you would work in from Appendix 1:

1. Strengthen social cohesion between diverse stakeholders, communities & local government at the neighborhood level: **hold at least 1 2-hour meeting per month for each TRIE Neighborhood coalition; TRIE Neighborhood coalitions will be responsible for tracking the number of stakeholders involved, meetings held, and metrics such as numbers of residents contacted during outreach and educational activities.**

2. Act as the liaising organization to the City: **designate a staff member to attend monthly meetings with CEC, Young Men's Initiative (YMI), and other TRIE Neighborhood Coordinators to discuss (1) themes across neighborhoods (2) effective solutions/best practices (3) resource deployment/needs as surfaced in the coalition meetings, to improve community engagement and service delivery.**

3. Increase emergency response, recovery, resilience, and reduce equity gaps in timely access to COVID-19 information: In partnership with DOHMH and H+H, TRIE Neighborhoods will develop and execute hyperlocal outreach plans that leverage their membership to reach at least 10,000 community members on the benefits of the COVID-19 Vaccine and Test & Trace (T2) through different channels, such as in-person, email, newsletters, online, texting, community meetings, and events, canvassing, or other means of outreach. Each TRIE Neighborhood will **submit an outreach plan & targets set by the coalition as part of their resource/stakeholder mapping activity.**

4. To facilitate equitable access to vaccine appointments, TRIE Neighborhood Coordinators and member organizations will coordinate with local authorized appointment scheduling organizations to increase appointment uptake by residents within TRIE priority zip codes.

5. Promote **neighborhood resilience, mutual aid, and reliance**: TRIE Neighborhoods will develop and distribute hyperlocal resource maps or guides for each community that describe neighborhood diversity and available supports for residents impacted by the pandemic, such as older adults, new or undocumented immigrants, NYCHA residents, veterans, small business owners, youth, or justice-involved individuals. The directory will draw on local knowledge as well as existing City resources and community directories. Resource directories will include information regarding online and offline outreach, language access, and promotion. *Each TRIE Neighborhood will receive worksheets to support this compilation and guidance on an outreach plan to reach targets set by their members.*

6. Promote community self-determination and the ability to advocate for neighborhood needs by **identifying the needs of vulnerable populations, shared community priorities, and gaps in existing resources**. *Each TRIE Neighborhood will receive tools, worksheets, and background data resources to complete the needs assessment.* The needs assessment will set the deliverables for Phase II of the TRIE Neighborhoods, which will through FY21 - 22.

7. Build civic engagement and informed electoral participation in a ranked-choice voting primary in June 2021: In partnership with CEC, Democracy NYC, and the Campaign Finance Board, TRIE Neighborhoods will develop and execute hyperlocal outreach plans that leverage their membership to reach at least 5,000 voters with information on how to vote. Each TRIE Neighborhood will **submit an outreach plan & targets as set by the coalition as part of their resource/stakeholder mapping strategy**.

TRIE Neighborhood Coalition Coordinator Experience, Capability, and Capacity
The ideal candidate for TRIE Neighborhoods funding will meet these criteria:
- Provide documentation illustrating participation or leadership role in an existing coalition or network, the list of organizations that are part of this coalition, and evidence of active engagement with community stakeholders as well as community residents.
- Prospective TNCs should apply to the RFI with a list of at least 8 diverse neighborhood stakeholders who represent and/or work with different segments of their community, including but not limited to disabled residents, seniors, veterans, youth, and who would participate. In addition, coordinators should submit 2 letters of reference.
- TRIE Neighborhood is based and serves in a COVID-19 impacted community as defined by DOHMH's priority list of 23 neighborhoods listed in appendix. Eighty percent (80%) of the members must be based in the same community.
- Able to identify key personnel - should include overall project manager, staff who may support outreach/recruitment and keeping in touch with members, convening meetings and administering deliverables.
- Submit documentation of current 501c3 nonprofit status, or have a fiscal sponsor, or M/WBE documentation and be up-to-date with audits, and have personnel/staff member who is dedicated to accounting and finances.
- Entities that have prior experience in responding to health crises or natural disasters, resource mapping and needs assessments will be given preference in the selection process

Please prepare your Expression of Interest (EOI) to indicate how you would meet the impact and outcomes listed above, as well as your experience, capability, and capacity to do so. Evaluation criteria are listed in Appendix III. **Please use Appendix III as your guide when putting together your response.**

Please keep your EOI to 3-5 pages maximum; recommendation letters, tables, and budget may be provided in the appendix of the EOI. The EOI may be emailed to participate@civicengagement.nyc.gov by March 29, 2021 5pm. EOI submissions received after March 29, 2021 may be considered on a rolling basis.

To learn more about this opportunity, you may also attend an information session scheduled for March 17, 2021 from 9:30am-10:30am. The meeting information is as follows:

https://civicengagement.webex.com/civicengagement/j.php?MTID=m55b397e73b0cf5bce4929cf3ba837c57

Meeting number: 132 738 6438 Password: i3TKaJXxk72

Join by phone: +1-408-418-9388,,1327386438## United States Toll

Basis of Selection

TNCs will be selected for each location by a consortium including but not limited to City employees, City partners, and the TRIE Citywide Neighborhood Administrator. If more than one TNC applies for a particular area, selection will be based on the highest rated response.

TNCs can apply for more than one location; however, the respondent should separate one location from another in its response so that the City can review each applied location separately. Responses containing more than one location will be evaluated and scored only if, in the City's opinion and in the City's best interests, the organization has a connection to that particular neighborhood. In addition, the City may select the TNCs for other and/or additional neighborhoods from which the organization applied in the best interests of the City.

Selected organizations will be required to engage the TRIE Citywide Neighborhood Administrator, as described above.

Appendix I: Locations Eligible for Funding

	Borough	CD	CD Name	Zip Codes (modZCTAs)
1	Manhattan	103	Lower East Side and Chinatown	10002, 10003, 10009, 10013
2	Manhattan	109	Morningside Heights and Hamilton Heights	10025, 10027 10031, 10032
3	Manhattan	110	Central Harlem	10026, 10027, 10030, 10037 10039
4	Manhattan	111	East Harlem	10029, 10035
5	Manhattan	112	Washington Heights and Inwood	10032, 10033, 10034, 10040
6	Bronx	201	Mott Haven and Melrose	10451, 10454, 10455, 10456
7	Bronx	202	Hunts Point and Longwood	10455, 10459, 10474
8	Bronx	203	Morrisania and Crotona	10456, 10459, 10460
9	Bronx	204	Highbridge and Concourse	10452
10	Bronx	205	Fordham and University Heights	10453, 10458
11	Bronx	206	Belmont and East Tremont	10457, 10458
12	Bronx	208	Kingsbridge	10463, 10468
13	Bronx	209	Parkchester and Soundview	10472, 10473
14	Bronx	**212**	Williamsbridge and Baychester, Edenwald	10466, 10467, 10468
15	Brooklyn	303	Bedford Stuyvesant	11205, 11206, 11216, 11221, 11233, 11238
16	Brooklyn	304	Bushwick	11206, 11207, 11221, 11237
17	Brooklyn	305	East New York and Starrett City	11207 11208, 11239
18	Brooklyn	307	Sunset Park	11220, 11232
19	Brooklyn	313	Coney Island	11224, 11235
20	Brooklyn	**314**	Flatbush and Midwood	11226
21	Brooklyn	316	Brownsville	11212, 11233
22	Brooklyn	317	East Flatbush	11203, 11226
23	Brooklyn	318	Flatlands and Canarsie	11236
24	Queens	401	Queensbridge and Astoria	11101
25	Queens	**403**	Jackson Heights	11368, 11369
26	Queens	404	Elmhurst and Corona	11368
27	Queens	408	Briarwood	11435
28	Queens	**409**	Kew Gardens and Woodhaven	11419, 11421
29	Queens	**410**	Woodhaven, Richmond Hill, South Ozone Park	11419, 11420
30	Queens	412	Jamaica and Hollis	11412, 11423, 11432, 11433, 11434, 11435, 11436
31	Queens	**413**	Queens Village	11429
32	Queens	414	Rockaway and Broad Channel	11691, 11692, 11693, 11694
33	Staten Island	501	St. George, Stapleton, Port Richmond	10301, 10303, 10304, 10310

Appendix II: FY 21 Sample Meeting Schedule

Date	Meeting Deliverables to be reported to CEC & YMI
April 2021	• Begin community asset mapping and needs assessment • Participate in vaccine education and Test and Trace briefing and training. Begin to outline community education and outreach plan • Co-develop a community vaccine and Test & Trace education plan with City health representatives, including DOHMH and Health and Hospitals • Coalition members begin to share information on vaccines and Test & Trace (T2) in their neighborhoods, including creating localized forums for vaccine person-to-person and group-based vaccine education.
May 2021	• Finalize community asset mapping • Co-develop a community Rank-Choice Voting plan with Campaign Finance Board, Democracy NYC, and CEC • Participate in Rank Choice Voting briefing • Begin sharing information on ranked-choice voting in their neighborhood • Continue vaccine & T2 information sharing and education
June 2021	• Finalize needs assessment • Select FY22 deliverables/action items based on needs assessment & apply for FY22 funding • Distribute community asset map to members through online and additional methods that take into account the digital divide

Appendix III. Application Evaluation Criteria

Categories	Total Weight
1. Community Credibility & Connection	30 %
Describes background and years of experience, how organization/coalition is clearly embedded in the community, comprises diverse stakeholders and connected to community organizations; includes evidence of engagement with residents and key stakeholders.	
Presents an initial list of proposed TRIE Neighborhood members (at least 8), prior relationships, and how they would assist the coalition in meeting community education objectives, stakeholder resource mapping and needs assessment; including number of people served or reach of coalition members where available. Submit 2 letters of reference.	
Discusses organization's credibility in the community and track record of convening and facilitating meetings with diverse stakeholders to achieve TRIE Neighborhood objectives; provides documentation on the existence of coalition and diversity of membership	
2. Service Delivery	30 %
Discusses which of the TREI neighborhoods and zip codes to be served, and prior experience working in these geographies.	
Provides a clear description of the service delivery plan & ability to meet stated outcome objectives, including targets for outreach & education	
Discusses organization experience in project planning & implementation, community asset mapping & developing community needs assessments. Includes prior experience in responding to health crises or natural disasters, resource mapping, and needs assessments.	
3. Reporting	15 %
Discusses ability to track and collect data on the services provided	
4. Budget & Organizational Documents	25 %
Provides an itemized budget that is aligned with the program model, including identifying a staff member who will be the point on convening coalition meetings and administering deliverables. Submit resume(s) of staff member, showing their experience in outreach, building partnerships, and leading/facilitating meetings. A budget template is attached in Appendix V to assist planning.	
Submitted documentation of up-to-date audit, current 501c3 nonprofit status, or 501c3 of a fiscal sponsor, or M/WBE documentation.	
TOTAL SCORE	100%

Appendix IV. List of TRIE Neighborhood Members

Entity Name	Contact Information	Segment of Community Served	Number of Members or Clients Served Annually	Your Prior Relationship to this Entity

Appendix V. Budget Template

TRIE NEIGHBORHOOD COORDINATOR			
Organization's Name:			
Description of Item	**Quantity (if applicable)**	**Cost**	**Total**
Personnel (Staff Time)			
		$ -	$ -
		$ -	$ -
Materials, Equipment and Supplies			
		$ -	$ -
		$ -	$ -
		$ -	$ -
Administrative Overhead (Not to Exceed 10% of Total)			
		$ -	$ -
			Total Budget Cannot Exceed $20K
Additional Organizational Requirements			
Your organization must have a 501c3 status, or be an M/WBE, or partner with a nonprofit organization who would be willing to act as your fiscal sponsor.			
Your organization must be able to front the costs of implementing this project. Organizations can only invoice based on deliverables.			
I understand and confirm that my organization is able to comply with the requirements above.			
			Please initial