**Healthy Families NDA RFP Pre-Proposal Conference**

**CHAT TRANSCRIPT**

**March 26, 2021 10am**

**00:47:53 Susan Solomon: we're finding the NDA Maps a bit hard to interpret, vis a vis our locations; is there an easier way to determine which NDA a specific address falls under?**

**00:54:41 Ana Reyes: What do you mean that we must have a facility within the NDA? If we're working with schools within an NDA and programming will be provided at the school site, does that meet the facility requirement. Or, do we need to have a facility outside of a school site.**

**00:55:57 Keenan Pace: For the program director, does 30% of their salary need to be paid by these funds, or can that be paid by other funds as long as they are dedicating 30% of their time to the NDA healthy families program?**

**00:58:40 Nancy Russell: If the school site is within the NDA, it meets the requirement.**

**00:59:07 Nancy Russell: The director's salary can come from other sources.**

**00:59:08 Elizabeth Hollingsworth: Page 18 of the RFP states that: “the proposer must demonstrate in its proposal that it has the capacity to address the top service needs for the NDA identified by the community needs assessment. The top service needs for each competition pool are listed in Document 06.” What is meant by “capacity to address?” Is it sufficient to provide referrals to a particular service need or does each need have to be addressed and/or directly supported by the provider? Many community districts include a number of very different needs—ranging from health care to childcare—and as it is unlikely that providers would be positioned to directly address all such distinct service needs Given this, might a referral partnership suffice to meet this requirement?**

**00:59:56 Rosanna Cruz: In terms of the caseload for NDA, how many participants total do we need to serve in the fiscal year? We are now serving 150 in the NDA program.**

**01:00:08 David Katz: How do the individual NAB priority areas for each NDA relate to the outcomes? For example if the priority for an NDA is housing, must we a participant always receiving housing services? Can you give an example of a specific outcome?**

**01:00:10 Ken Small: Page 13 of the RFP discusses staffing. Are Healthy Families staff limited to the Program Director and Family Development Coaches? If not, can staff include a Program Assistant or an Intake Specialist?**

**01:00:11 Helen Fu: Can you clarify about the Docusign thru PASSPort? Does the external partner e-sign the linkage agreement thru PASSPort? How would this process work?**

**01:00:18 Emily Oppenheimer: We currently hold an NDA contract to provide Housing Assistance in Brooklyn CD 5. However, the proposed allocations in attachment 6 do not list Housing Assistance as a top need in this district. We know that this is a significant need in this district, and are wondering if DYCD is open to expanding/revising the priority needs for this district?**

**01:00:23 Elizabeth Hollingsworth: Since FDCs must hold a Family Development Credential within 1 year. Will DYCD support training costs?**

**01:01:11 Ken Small: In NDAs where there is at least $200,000 in Healthy Families funding, can we expect DYCD to provide at least two contracts?**

**01:01:51 Michelle LaVignera: Is there a suggested salary range for a full-time Family Development Coach?**

**01:02:02 Ken Small: Are Healthy Families services expected to be provided only in person? Can a Healthy Families provider render some services virtually, e.g., through the use of videoconferencing or by telephone consultations?**

**01:03:16 Ken Small: Prior to the pandemic, residential evictions in the Bronx accounted for 1/3 of all residential evictions in New York City. With the Bronx and low-income communities throughout the city disproportionately impacted by evictions, how did Housing not remain an NDA service area separate and distinct from Healthy Families?**

**01:04:08 Ken Small: In 19 of the 41 NDAs for which Healthy Family funds are available, Food and Nutrition Assistance is the top need or one of the top needs. Does this mean that organizations contracted to provide Healthy Families services in those 19 NDAs are expected to provide emergency food assistance in addition to benefits access and case assistance?**

**01:04:31 Rosanna Cruz (Good Shepherd Services): For NDA: Self-advocacy is new to the NDA contract, how will staff be trained to understand how to coach and track self-advocacy goals? And how many self-advocacy do we need to achieve for the year?**

**01:06:31 Ken Small: Page 14 of the RFP mentions a strengths-based approach to service delivery. The concepts cited relate to youth. Are there strengths-based concepts that relate to adults and families to which DYCD can refer organizations that are responding to this RFP?**

**01:06:39 Elizabeth Hollingsworth: Can the Family Development Coaches be supported by additional funding sources or must they be 100% supported by the NDA contract?**

**01:07:24 Lisa Wildman: If we have an existing Healthy Families program, may we use data from that program as recent quantitative measure of success?**

**01:09:12 Ashley Gibson: Would Adult ESL classes, help with access to public services, mental health counseling, etc. for immigrant families qualify as “access services” under this RFP?**

**01:09:24 Ken Small: Page 13 of the RFP mentions volunteers. Are volunteers who support a Healthy Families program required to have the Family Development Credential?**

**01:10:28 David Katz: Are providing services other the “NAB priority service area” acceptable in order to receive credit for the outcome?**

**01:10:37 Ana Reyes: Is there a process for helping CBOs to connect with existing organizations with existing NDA Healthy Families contract?**

**01:11:07 Keenan Pace: Do DYCD's scholarships for the FDC training cover the full cost of the training? If not, what is the cost to the provider?**

**01:11:40 Ashley Gibson: Apologies if I’m behind, but where is the RFP located? Link? Is it only in Passport?**

**01:16:50 Ken Small: For many New York City residents, housing counseling to prevent an eviction remains a key element in maintaining permanent housing stability. With Housing no longer an NDA-funded category, many CBOs that provide housing counseling will struggle. Will DYCD or other city agencies (e.g., DHS, HRA, or HPD) consider the creation of a funding stream to address this?**

**01:17:26 Abigail Ring: it mentions that clients must have access to an FDC. Is the FDC case load suppose to be a minimum or maximum of 35 cases**

**01:19:44 Ken Small: 10. Page 19 of the RFP discusses community partnerships. Item F 1a indicates that DYCD expects a given Healthy Families program to develop and maintain at least three partnerships. It does not say that the partnerships must involve organizations that are exclusively based in a given NDA.Are responding organizations required to have partnerships with a certain number of partner institutions that are exclusively based in a given NDA? Must a partner organization be legally incorporated, e.g., have 501 (c) (3) or some other tax-exempt status? Can a place of worship or an unincorporated civic or fraternal group serve as a partner**

**01:20:11 Ashley Gibson: Just want to clarify - we are delivering the services ourselves, opposed to referring them to other businesses, would we still be eligible? Or do we absolutely have to partner with other businesses and refer our clients to them?**

**01:22:59 Michelle LaVignera: Is the $952 price per participant an all-inclusive rate that must encompass all agency costs? In other words, at $952 price per participants for a $100,00 contract, are we expected to serve 105 participants ($100,000 / $952 = 105)?**

**01:23:33 Penni Bunyaviroch: Among the narrative questions in PASSPort under Proposal Details, question 2 asks “Which component will be provided by the proposer?” Can you please clarify what is meant by “component”? Thanks.**

**01:23:37 Abigail Ring: If your organization has various programs can you link with programs within your organization. Such as ESL, Immigration, pantries etc.**

**01:30:33 Lillian Robles: Lillian Robles, WHEDco: can the award be greater than $100,000?**

**01:31:18 Elvis Torres: Can a referral be made to a legal services program within the organization for housing services under this rfp?**

**01:32:05 Ken Small: Thank you, DYCD staff. I appreciate your replies. I look forward to the addendum.**

**01:32:27 Lisa Wildman: Can we get these slides?**

**01:32:40 Lillian Robles: thank you**

**01:32:44 Rosanna Cruz (Good Shepherd Services): Thank you!**