

**Request for Proposals
Building Healthy Communities in Queens
Q&A**

NOTE: This document will be updated periodically as questions are received and reviewed. Please email fundrfp@cityhall.nyc.gov if you have questions about this Request for Proposals.

- Q. Can organizations apply as joint leads on the program or is it encouraged for a single organization to apply as the lead?
- A. Community organizations are encouraged to apply as a consortium or coalition, but must designate a lead organization to hold the contract. While there will only be one selected contractor per neighborhood, groups may work together as a team to complete the responsibilities outlined in the application, and the proposal can and should demonstrate this division of responsibilities.
-

- Q. Can the fund be allocated for personnel cost? If so what is the maximum percentage for PS?
- A: Yes, funding can be allocated for personnel cost. There is no maximum percentage, though we do advise that applicants consider how resources will be used to support project implementation. If other potential resources can be leveraged, please explain.
-

- Q. In the RFP, under II. Funding and Timeline, it states, "The total funding for this project is \$117,500 per organization, over the course of two years."

- Year 1: \$58,000 per organization
- Year 2: \$58,000 per organization

When you add up \$58,000 + 58,000, it equals \$116,000.

Can you advise if the total funding will be \$117,500 or \$116,000? And what the breakdown will be for year 1 and year 2?

- A: Funding for this project is \$117,500 per organization:

- Year 1: 58,750 per organization
 - Year 2: 58,750 per organization
-

- Q. Does our plan have to be one event that targets all the issues: nutritious food, physical activity, public spaces, and connectivity in community or several events targeting different issues?

Does our project proposal have to be an on-going event that happens i.e., once a week, once a month, every other week, etc.?

Would you like a timeline with our proposal?

- A. The plan should not consist of a single event. Rather it should highlight your strategy to build a stakeholder team to work on all or most of the following issues in Flushing or Corona: nutritious food, physical activity, public spaces, and connectivity. Your stakeholder team could choose to prioritize some of the issues over others. Your plan can include events as part of this strategy, but does not need to. Groups are encouraged but not required to submit timelines with their proposals.
-

- Q. The RFP states on page 4: "A template for each report will be shared with the selected organization for each community."
 - 1) Will this template for the report require a detailed financial report, or will it be a narrative template only, a combination, or something else?
 - 2) Are there specific metrics or milestones that will need to be described in the report in addition to what is outlined in this RFP?

A: The interim report and financial report will not include a detailed financial report. We do ask that grantees reach out to us proactively in cases of significant change to the proposed budget. However, the interim and financial reports will be in narrative form. Milestones will align with the accepted proposal and the selected organization will be involved in finalizing these milestones with BHC staff. We do not have any pre-set milestones.

Q. How far does the Mayor's Fund to Advance New York City expect the work will come in 2 years? What are the expectations in terms of deliverables and at what increments across the 2 year timeline?

A. Our expectation is that at the end of two years, there will be a stronger partnership of resource sharing among various community based organizations working together to support healthy communities, including issues related to fresh food access, physical activity opportunity, and safe, vibrant public spaces. We also expect that there is increased take up of existing resources or development of culturally specific/locally responsive resources around fresh food, physical activity, and public spaces. Deliverables will be dependent on the proposals that are selected—we do not have pre-defined deliverables but rather expect to co-develop them with grantees.

Q. Are there examples from other neighborhoods that have already activated?

A. This specific funding has not been made available by the Mayor's Fund or City in other neighborhoods. However, for an example of similar support of community based leadership, please see New York State Health Foundation's Building Healthy Communities funding.

Q. Does the Mayor's Fund plan to refocus and commit further funding to these neighborhoods once the ball is rolling after the 2 years?

A. We do not have funding allocated beyond these two years for this leadership role. However, the City offers many small grant and support programs that will continue to be available after the 2 years is over. We expect that the selected grantee will develop a sustainability plan for the work that results from this investment.

Q. Does the Mayor's Fund have expectations regarding the breakdown between personnel costs and project implementation (hard) costs?

A. We expect that the proposals will reflect the applicant's prioritization of personnel and project implementation costs. We don't have a pre-defined breakdown.

Q. Are teams allowed to apply with technical assistance partners (consultancies)?

A. Lead applicants must be the community based organizations; however, those organizations are welcome to include technical assistance partners as part of their proposals.

Q. Are technical assistance partners (without community presence) allowed to apply as primary contract holders?

A. No, technical assistance partners with no community presence may not apply as the primary/lead applicant/contract holder.

Q. Are teams allowed to apply for two different neighborhoods?

A. Teams can apply for both Corona and Flushing. However, organizations will only be contracted to lead this work in a single community.

Q. Must the proposed work include campaigns and policy change initiatives or can it focus on programmatic opportunities for the designated communities?

A. No, campaigns and policy change initiatives are not required for the proposal. Programmatic opportunities are appropriate for this initiative.

Q. What will reporting consist of and will it included detail financial reporting?

A. The interim report and financial report will not include a detailed financial report. We do ask that grantees reach out to us proactively in cases of significant change to the proposed budget. However, the interim and financial reports will be in narrative form. Milestones will align with the accepted proposal and the selected organization will be involved in finalizing these milestones with BHC staff. We do not have any pre-set milestones.
