



District Attorney of
New York County

February 2, 2018

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) for Center for Trauma Innovation Planning.

This addendum includes answers to questions submitted to ISLG via the CJII Application Portal by January 19, 2018.

ANSWERS TO APPLICANT QUESTIONS
Center for Trauma Innovation Planning

POPULATION

We received a number of questions regarding the age range of the populations served by the Center for Trauma Innovation. We address those questions below.

ANSWER: The Center for Trauma Innovation (CTI) aims to provide services to underrepresented populations particularly men of color, justice-involved individuals, and families. Applications should speak to gaps in services across age-groups, where known. During the planning phase, the planning entity is expected to identify the specific population of primary and secondary trauma survivors who would be served by the CTI. The process for identifying a population should consider age, gender identity, sexual orientation, ethnicity, type of criminal justice involvement, or geographic community.

QUESTION: Will there be translation available to those who need it?

ANSWER: The CTI aims to provide trauma-informed, culturally inclusive services. Applicants' proposals should speak to the linguistic needs of the target population the CTI should serve. During the planning period, the planning entity will determine how those needs should be met.

PROGRAM DESIGN

Several applicants asked if CTI services are to be restricted to the borough of Manhattan. We address those questions below.

ANSWER: While the CTI will be based in Manhattan, in a community-based setting accessible to the target population, the applicant may propose satellite or mobile/in-home services be offered to the outer boroughs. The applicant may propose that the CTI conduct the majority of its work within a brick-and-mortar location, satellite locations, and/or through mobile/in-home service provision, in order to offer a deeper reach into the target communities.

QUESTION: Is this primarily a service delivery partnership for Manhattan or is this a knowledge hub (for innovation and research)?

ANSWER: Both.

The CTI will serve three functions:

1. Expand and strengthen the response to populations exposed to primary and secondary trauma through designing and testing community-based demonstration projects and innovative clinical interventions, which develop, implement, and evaluate trauma-informed and trauma-specific interventions and engagement strategies (see the full RFP PDF below for more detail).
2. Enhance the capacity of existing trauma services in New York City and community-based responses to populations targeted by the CTI through the provision of training and technical assistance (TTA) to city agencies and community-based organizations (see the full RFP PDF below for more detail).
3. Create a trauma innovation learning community. It is anticipated that the CTI will bring together a consortium of providers and other experts across sectors who will share best practices for intervention and engagement strategies, inform, lead, participate and/or benefit from the CTI's demonstration projects, and make use of and/or deliver TTA (see the full RFP PDF below for more detail).

QUESTION: Will these facilities create jobs for neighborhood youth and will there be training positions for those youth or residents that are interested?

ANSWER: In line with one of the goals for the CTI—to create a trauma innovation learning community—DANY is seeking innovative methods for engaging underserved populations along with designing and testing community-based demonstration projects and innovative clinical interventions, which develop, implement, and evaluate trauma-informed and trauma-specific interventions and engagement strategies. Applicants should propose a plan to identify any methods they would use to achieve this goal.

LONG-TERM VISION AND SERVICE DELIVERY

We received a number of questions asking if the long-term work of the CTI will include both the delivery of direct services and the provision of training and technical assistance (e.g., designing services and training providers). We address those questions below.

ANSWER: The CTI will serve three functions: to expand and strengthen the response to populations exposed to primary and secondary trauma, enhance the capacity of existing trauma services in New York City, and to create a trauma innovation learning community. The applicant should propose a plan for a CTI that serves all three functions.

QUESTION: I note that the RFP makes reference to ~25 interventions for PTSD and again refers to "Best Practices." Our organization has developed a brief, robust intervention for PTSD, and our submission partly seeks to promulgate that intervention as a money-saving and suffering-limiting treatment. Would the RFP require the use and promulgation of the 25 suggested treatments and the agencies that use them, or would we be free to include training for our intervention in the proposal?

ANSWER: Yes, in line with one of the goals for CTI—to create a trauma innovation learning community—the applicant should describe a process to identify and/or implement a new or existing trauma-informed best practice. Applicants should include, where known, any evidence gathered that such interventions work.

QUESTION: Is there a preference on primary versus secondary trauma or both? Is it preferable to build a model that addresses solely secondary trauma or is it preferable to build a model that addresses both?

ANSWER: The CTI should aim to expand and strengthen the response to populations exposed to both primary and secondary trauma, particularly among underrepresented populations, including men of color and justice-involved individuals and families.

SUBCONTRACTS

QUESTION: Do you anticipate the future Center for Trauma Innovation to be able to enter into subcontracts for aspects of the work on the Center for Trauma Innovation for delivery of clinical services?

ANSWER: Yes, subcontracting for aspects of the work of the CTI is an option. Applicants should discuss, where known, components of the CTI for which they anticipate subcontracting and using subcontracted entities.

QUESTION: If a government agency is the lead applicant and believes specialized consultants are most appropriate to manage the planning process, is that an allowable expense or does it have to be direct staff from the agency itself.

ANSWER: Yes. A lead applicant may subcontract with outside entities to manage the planning process. Applicants should address how they will work with consultants during the planning process to achieve the goals of the CTI. Applicants should describe the process or criteria for identifying these subcontracted entities, or if subcontractors have

already been identified, applicants should list them and provide a brief justification for the partnership. Note: asset forfeiture funds (i.e., the source of CJII funding) cannot be used to fund government staff salaries.

RESTRICTIONS ON APPLYING FOR BOTH PLANNING AND IMPLEMENTATION

QUESTION: We would like to know if the contractor selected under this planning RFP would be precluded from selection as the contractor to ultimately implement the Center for Trauma Innovation (assuming DANY moves ahead with implementation)?

ANSWER: The contractor selected under this planning RFP will not be precluded from selection to implement the CTI, should DANY elect to move forward with implementation.

QUESTION: Is the funded applicant of the Center for Trauma Innovation planning grant given any preference at the time of the Center for Trauma Innovation implementation?

ANSWER: Should DANY decide to move forward with implementation of the CTI, the plan produced at the end of the planning period will be used to determine, among other things, who should implement the CTI. At the end of the 6-month planning period, DANY will decide whether and how to solicit, fund, and support the implementation of the CTI.

FUNDING AND TIMELINE

QUESTION: In order to ensure a plan for adequate staffing to execute the grant beginning in the summer of 2018, when will organizations receive notification of whether they have been awarded for the planning grant?

ANSWER: DANY acknowledges that timely execution of the grant may be dependent on the timing of the award notification and will consider that when negotiating the start date with the winning applicant. It is anticipated that the winning applicant will be notified in June 2018.

QUESTION: We received a number of questions asking for the amount of funding that will be made available for implementation phase of the CTI. We address those questions below.

ANSWER: This will be determined during the planning period. The applicant should describe a process for developing a budget detailing annual costs for the proposed Center for Trauma Innovation and capital improvement costs necessary to build out the CTI at the proposed location(s), which may inform CJII's implementation strategy and budget. The total funding to be made available for the actual development of the CTI will be informed, in part, by the recommendations of the planning entity. Applicants should address how they will respond to the 3 goals of the CTI and should not be guided or limited by a implementation dollar amount.

PARTNERSHIPS AND COLLABORATION

We received a number of questions about how applicants can connect to other providers for subcontracting or partner opportunities. We address those questions below.

ANSWER: With regards to partnering with others on applications, we created the Criminal Justice Investment Initiative networking group on LinkedIn to help connect service providers who may be interested in working together to propose programs in response to various CJII RFPs. You can share information about your organization, see what other service providers are offering, and connect. Participation in the group is voluntary and will not be a factor in selecting the proposals to be funded.

ELIGIBILITY

QUESTION: If applicants already have existing DANY grants, are they eligible to apply for this one?

ANSWER: DANY does not limit the number of grants an organization may receive through CJII. If an entity has received funding through a separate CJII grant, it is not precluded from applying for the CTI planning RFP.

PROPOSAL GUIDELINES

QUESTION: Is there interest in a proposal that only covers certain portions of the RFP, for example a proposal with a strong focus on exploring gaps, populations, approaches, and partnerships, without some of the items such as location, as the vision of this proposal would not develop a new location but leverage existing partnerships and service providers already in the community to enhance and strengthen their efforts?

ANSWER: Applicants should address all components of this RFP and the 3 goals for the CTI. Proposals can include a plan to leverage existing partnership and service provides already in the community in order to address all components of this RFP.

QUESTION: Do letters of support count toward the page limits?

ANSWER: No. The Organization Capacity Section (see section VI.C of the RFP) should not exceed eight pages (double spaced), *excluding* letters of support/commitment and audit/report certified financial statement.

QUESTION: Should we show in-kind staff or other contributions from an agency on the budget?

ANSWER: Applicants should provide information in the proposal about any in-kind staff or other contributions that would be available during the planning process.