



District Attorney of
New York County

February 21, 2020

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

This addendum includes answers to questions submitted via CJII Application Portal to ISLG by February 10, 2020.

ANSWERS TO APPLICANT QUESTIONS
Center for Trauma Innovation

POPULATIONS TO BE SERVED

QUESTION: We received a number of questions regarding the approximate number of people that the CTI is expected to serve annually. We address those questions below.

ANSWER: There is no minimum number of clients to be served annually. Applicants should propose a target number of clients to be served based on various factors such as organizational and staff capacity, program model, and/or level of need. The proposed number of clients served should be broken out by year and service category (e.g., clinical services, non-clinical services, outreach).

STAFFING

QUESTION: Can community-based healing staff be employees of the provider organization, as long as they reflect the qualities and community role described in the RFP?

ANSWER: With limited exceptions, community-based healing staff should not be employees of the provider organization. Community-based healing staff should be community members who have demonstrated a deep investment in serving their communities. They may include formal and informal community leaders, organizers, advocates, and volunteers. The applicant should propose how the community-based healing staff will be incorporated within the CTI. Applicants who feel that existing staff reflect this vision should speak to that in their proposal.

QUESTION: What is the approximate number of staff you envision will work for the CTI?

ANSWER: There is no minimum number of staff to be hired for the CTI. Applicants should speak to the number of staff members to be supported by their proposed CTI, based on various factors such as proposed services, community partnerships, and organizational capacity more broadly.

PROPOSAL DESIGN AND REQUIREMENTS

QUESTION: The Learning Community narrative describes bringing together national experts. How will these experts be identified?

ANSWER: The organization selected to plan and implement the CTI through this solicitation is responsible for establishing a Trauma Innovation Learning Community. This will include identifying experts, both locally and nationally, who will develop and disseminate best practices for engaging underserved communities in trauma services. Although DANY will be available to provide support in this area during the grant period, the CTI should also make use of established relationships in this field. To achieve this

aim, the CTI may leverage relationships and expertise across its partners and subcontractors (if applicable.)

QUESTION: When will the trauma innovation Learning Community be rolled out?

ANSWER: The applicant should propose a timeline that outlines the major milestones in the planning and implementation phases. This timeline should include a proposed rollout for the Trauma Innovation Learning Community.

ELIGIBILITY: GEOGRAPHY

QUESTION: Does the program have to be located in Northern Manhattan as a central site or can staff work out of other areas in Manhattan? In other words, can we apply to for this grant even though we are not located in Northern Manhattan? In addition, please delineate the geographic service area of "Northern Manhattan."

ANSWER: DANY is interested in funding a CTI which is physically located in Northern Manhattan, which is generally understood to include the communities of East/West/Central Harlem, Washington Heights, and Inwood, among others. Geographically, Northern Manhattan is generally understood in New York as the area above 96th street. Although programming should be offered at the Northern Manhattan location, the CTI may also provide some services through mobile and/or community-based location(s), such as a mobile unit (e.g., a van), and/or satellite or pop-up locations.

QUESTION: Will DANY consider an alternative fully functioning facility in Manhattan temporarily until the Northern Manhattan location is open in order to begin outreach and programming? Do agencies need to have a site already identified for the CTI, or can we describe our site plans/requirements and process for obtaining a site if awarded?

ANSWER: Applicants need not have identified a location for the CTI at the time of application. Applicants should describe the Northern Manhattan-based physical space where the CTI will be headquartered, including its potential location and attributes. If the applicant does not currently have a space identified, then the proposal should include a plan for identifying and securing a space and capital build-out. Applicants may propose to begin programming and outreach prior to opening a Northern Manhattan-based facility. Timelines and proposed numbers served should reflect the applicant's approach to these activities.

PROPOSAL FORMAT

QUESTION: For the timeline and organizational chart, do those count towards page limits or can they be submitted as attachments?

ANSWER: Any figures, graphs, tables and charts used must fall within the page number requirements outlined for each section of the proposal (see *Section VI*).

BUDGET

QUESTION: Is funding through this proposal mutually exclusive of other funding resources like billing insurance? In other words, can insurance/Medicare be billed for individual therapeutic services? Is the expectation that funding will be budgeted for non-reimbursable costs of direct service (e.g., outreach, healing activities, non-insured individuals) and that 3rd party insurance will be optimized for direct services that can be reimbursed? If an individual with insurance needs or wants treatment services provided flexibly in ways that preclude reimbursement, can contract funds be used to support these services?

ANSWER: The funds provided through this RFP may be used to cover all costs for operating a CTI, which will provide no-cost services. Although not required, applicants are welcome to include secondary revenue streams (e.g., Medicaid/insurance) to complement DANY's funding and/or support sustainability.

QUESTION: Does the grant include the cost of subcontracting with the three community organizations (at up to \$20,000 per year)? Is the Training and Technical Assistance arm separately funded or is it a component of the \$8 million award?

ANSWER: All components of the CTI must be executed within the award of up to \$8 million, including costs related to Training and Technical Assistance (TTA), the establishment of the Learning Community, subcontracts and the administration of micro-grants.

QUESTION: Can any of the funding be used for physical space-related costs, such as partitioning space for service provision and design to create spaces that are "safe, welcoming and trauma-informed"? Is it available for furniture and equipment, such as computers and a server?

ANSWER: Furniture, equipment and other space-related costs may be included in an applicant's budget. If proposed operations require securing new space and/or engaging in capital buildout, applicants should present specifications for such a plan.

QUESTION: Is there a minimum or preferred percentage allocation of available funds among the three CTI components (direct services, TTA, and Learning Collaborative)?

ANSWER: The applicant should propose an allocation of funds across the 3 CTI components that best reflects their operational strategy and proposed approach to the CTI. All three CTI components should be fully funded so as to successfully meet the goals of the CTI.

QUESTION: On page 17 under #3d, stipends are mentioned. Are these for the community-based healing staff?

ANSWER: Yes, *Section B(3)d* of the RFP requests that applicants describe how the CTI will determine stipends for community-based healing staff and disperse payments.

SUSTAINABILITY

QUESTION: Is there an expectation of funding the community organizations after the grant ends? After the term of the grant, will the grantee be expected to continue to fund the CTI at the same level (about \$2.29 million per year)? After the term of the grant, will the grantee be expected to continue the same level of services provided under the grant?

ANSWER: Applicants should consider sustainability in the design and implementation of the CTI. In their proposal, applicants should address steps they will take to increase the likelihood of sustainability following the end of grant funding (e.g., propose to partner or collaborate with other organizations and/or government agencies that might wish to fund the program in the future; plans for expansion to other populations or geographic areas; and so on).

MISCELLANEOUS

QUESTION: Can subcontractors be part of multiple solicitations?

ANSWER: An organization is permitted to be a proposed subcontractor on more than one application or solicitation. If an application includes subcontractors, only one organization should serve as the applicant and submit the proposal to DANY on behalf of any proposed partnership/coalition that will plan and implement the CTI.

Applicants are not required to identify all of their partners at the time of proposal submission. If partners are known at the time of submission, the applicant should name the partners and specify which portion of the work each entity will perform. Applicants should include letters of support from known partner organizations as part of their submission (see *Section VI.C* on pg. 19).

QUESTION: Does the DANY have a list of local CBOs with budgets below \$500,000 that may want to participate with applicants on their proposal design? If yes, can you share that list.

ANSWER: The applicant should include in their proposal a plan for identifying and selecting CBOs for the incubator. Applicants may leverage existing partnerships, relationships within the community, or expertise in serving the target population and/or trauma healing services. DANY will not provide a list of organizations with budgets below \$500,000 as part of this solicitation. However, assistance may be provided to the selected organization during the planning period.

QUESTION: Will DANY review and consider virtual, community-based therapy programming for outreach to youth?

ANSWER: The CTI is expected to provide in-person, community-based programming. The applicant is welcome to propose a plan for the use of technology to facilitate or enhance the CTI's clinical, non-clinical, and outreach services.

QUESTION: If the organization is not proposing to create a physical location, should we apply with the outreach, programming and community-based engagement for trauma programs?

ANSWER: The CTI is expected to have a physical location in upper Manhattan which houses the CTI's executive staff, training center, and some or all of the program's direct services. Applicants may propose to create a new physical location, or they may utilize space that currently exists. Organizations that may provide some support to the CTI, but which would not achieve this aim themselves, are encouraged to be part of proposals as subcontractors or partners.