

## NYC Crisis Management System Release for Proposals: Frequently Asked Questions (FAQ)

Thank you all for your questions!

The responses below are to memorialize all questions received during the information session. Updates will be provided to the FAQ as questions are posed to [ONSinfo@UWNYC.org](mailto:ONSinfo@UWNYC.org).

### **Guidance for Proposers Based on Common Questions:**

1. Although a proposer may apply for all three services within a competition pool, each program component has its own separate application.

**Your proposal submission for ONE competition pool can contain up to three applications (for CAPS, YES and CHW) depending on what services are available in that competition pool.**

**Each RFP application will be reviewed and evaluated independently of any other RFP application that a proposer may apply for.**

2. For each competition pool, the proposer will only have to complete the Organization Information section and Section A: Organizational Structure one time. Section A is the same for each RFP application. When proposers finalize and confirm this section, it will be complete for each RFP in that competition pool.

Section	Community Approaches to Public Safety RFP Application	Youth Enrichment Services RFP Application	Community Wellness and Healing RFP Application
	Points Allotted per Section		
A. Organizational Background	25	25	25
B. Program Component	20	30	30
C. Program Implementation	30	20	20
D. Data Reporting	10	10	10
E. Fiscal Management	15	15	15

**Note:** For each RFP application, proposers will be prompted in Section E to upload a 3-year budget for that component.

Proposers **should not** upload “one master” budget for multiple RFP applications for one competition pool. **Each RFP application has its own separate budget.**

Please see the complete RFP questions for each service component: [HERE](#)

3. Youth Enrichment Services RFP:

If you are applying for **ONE** competition pool that has multiple schools (whether they are standalone schools or campus schools), **only one application** is required.

However, if you are applying to schools in **multiple competition pools** proposers must submit a **separate application for each competition pool**.

*The number of applications needed is solely dependent on the number of different competition pools proposer apply to **NOT** the number of schools proposers apply to.*

Within the YES application, proposers must state number of schools they are applying for within the Competition Pool and name them. In cases, where it says School X or TBD, applicants should identify which school they would like to provide service to. The budget must also be reflective of this information.

The application lists the number of schools that ONS currently has funding to cover; if there are more schools on a campus than are included in the application, the proposer should only apply to the listed number of schools.

4. **Appendix B** has been removed from the RFP, as it no longer exists. There are no templates provided for this application. Please submit an excel document and/or template of choice with your proposed budget that best supports your narrative.

The award amount on the Competition Pool listing is reflective of one year (e.g. \$40k per school per year). The budget proposers provide must reflect a 3-year term: Year 1, Year 2 and Year 3 should be clearly delineated for each RFP budget (i.e. Excel chart with 3 tabs).

## General

1. **Where is the application?**

Application to the RFP can be accessed here:

<https://www.tfaforms.com/4931533?emci=116fb1e1-c22d-ec11-981f-c896653b9208&emdi=f09b2f67-d43b-ec11-9820-c896653b26c8&ceid=8570319>

2. **Where is the RFP questions and proposal instructions?**

Please access here: [Neighborhood Safety RFP Documents - Google Drive](#)

3. **Where can we access support?**

All questions should be sent to [ONSINFO@uwnyc.org](mailto:ONSINFO@uwnyc.org)

To ensure equity, transparency is critical to the application process. All prospective applicants must have access to the same information. Submitting comments to the ONS email account allows the ONS/UWNYC team to centrally address all questions and share those answers publicly.

**4. Can an organization submit for multiple components (Community-Led Approaches to Public Safety (CAPS), Youth Enrichment Services (YES), and Community Healing and Wellness (CHW)) in a Competition Pool with one application?**

Although a proposer may apply for all three services within a Competition Pool, each program component has its own separate application. Your proposal submission for ONE competition pool can contain up to three applications (for CAPS, YES and CHW) depending on what services are available in that Competition Pool. Each RFP application will be reviewed and evaluated independently of any other RFP application that a proposer may apply for.

There is no required number of components proposers must apply to within a competition pool. Proposers should only apply for those components they seek to implement.

**5. Is there an application for Hospital Response programming?**

The Hospital Responder program will not be solicited at this time.

**6. Is the award amount to be divided among the 3 years or is it per year?**

The award amount on the Competition Pool listing is reflective of one year. The budget proposers provide must reflect a 3-year term.

**7. What's considered a duplicate application?**

A duplication is when a proposer submits multiple applications for the same component within one competition pool. Proposers may only submit one application per component within a competition pool. All duplicate applications will be disregarded. Only the one submission will be considered and evaluated.

**8. Does the response to Section A (Organizational Structure and Relevant Experience) carry over to all program components applied for under a given competition pool (i.e., if you apply for multiple program components in a single competition pool, does Section A only need to be completed once?)**

Yes, proposers will only complete Section A one time for each competition pool. If your Section A is not carrying over due to a technical problem, please contact [ONSINFO@uwnyc.org](mailto:ONSINFO@uwnyc.org)

**9. Will the review committee be made public or shared upon request?**

The review committee will be comprised of the stakeholders from the following entities: Mayor's Office of Criminal Justice, Department of Education, Administration of Children's Services, New York City Housing Authority, Department of Youth and Community Development, Department of Probation, Department of Health and Mental Hygiene, United Way of New York City, John Jay, Cure Violence Global, District Attorney's Office's (Citywide), community members/residents, and youth. The individual names of the review committee members will not be publicized to protect their anonymity.

**10. Our organization has received funding through the City Council for Crisis Management Systems (CMS) the past several years; are these funds complementary to or replacing the City Council funds, and will funding for CMS be all through MOCJ (and not the City Council) from FY23 onwards?**

Some current (FY22) City Council funded CMS services are reflected within this RFP. Those services will be funded by the administration beginning in FY23 and beyond. Please refer to the Competition Pool Listing for all services covered under the RFP. All other City Council funded services not reflected in the competition pools must be applied for through the City Council discretionary funds process.

**11. Once we complete the Organizational Structure component, will we be able to go back to it?**

Once proposers review and click 'Confirm' you cannot return back to Section A Organization Structure and Relevant Information. After clicking 'Confirm', proposers will be prompted to apply for each RFP (program component). Section A will be auto-populated with your responses within each RFP application for that competition pool. Prior to confirming Section A, proposers can return back to the questions and make edits. Please double check that the correct Competition Pool is selected and all questions are answered.

If the proposer has already reviewed and Confirmed Section A and the wrong competition pool was selected, the proposer would have to start a new application to correct it.

**12. Does the "Staff Resumes and Organizational Chart" attachment in Section A carry over to the other program components, or should resumes and an org chart be uploaded for each program component in an application?**

Staff resumes and org charts must be submitted for all RFPs (program components) that an organization applies for.

**13. I work with an organization that has a number of community and school partnerships. Is it possible for us to submit two applications for one program component for service delivery/programming at different sites?**  
Separate applications are required for multiple competition pools even if the proposer is applying for the same component (e.g. CAPS or YES).

**14. Can an organization submit one application as a part of a coalition and also submit one individual application?**

A proposer may submit an application as part of a coalition and/or individually. Be mindful of the difference between a coalition of multiple organizations under one EIN vs a coalition of two or more organizations each having their own EIN and submitting jointly. With a joint submission only one organization can be designated as the prime vendor (contract holder) all others will be subcontractors. Roles of all parties must be clearly delineated within the application and reflected in the budget.

**15. Does an organization have to have done this work or can we propose a plan to take on this work if it's a natural progression of what we're already doing?**

Prior experience is not required to apply to any of the RFPs. Proposers should detail their plan to implement all services for which they apply.

**16. Are there orgs that assist in this application process? Will you email us the grant writer contact list?**

Yes, we will share an introductory list of development writers for you to vet to support the narrative of your proposal submission. You are NOT obligated to utilize this list. This is a voluntary resource and is not exhaustive of the development writer landscape.

Other sites for you to check out:

Upwork: <https://www.upwork.com/l/us/grant-writers-in-ny/>

NYC MWBE Directory: <http://mtprawwsbswtp1-1.nyc.gov/Search.aspx>

**17. How do you define grassroots organization? Is there a maximum organizational size?**

There is no maximum organization size. Preferred community-based partners will be grassroots organizations, founded, led and staffed by individuals, especially people of color, with deep ties to the health and safety of their community.

**18. Is there a recommended word count for the proposal?**

Each question prompt allows for a maximum of 250 words.

**19. In the program expectations document, under Data reporting, one of the bullets indicates: “The proposer will use a data tracking system, as advised by MOCJ, to document participant info, conflicts and mediations, and community activities.” Does this mean that MOCJ will select the data tracking system to be used?**

Yes, MOCJ will provide the data tracking system for each program component.

**20. As a brand new organization, without a physical location, how should I address this in the RFP?**

Proposers must demonstrate how they plan to identify a physical location to address the required deliverables asked in all questions.

**21. Is there anything in particular that reviewers are looking for with regards to letters of support? Can letters be shared between program components in an application for a given competition pool (i.e., a LOS that covers CAPS, YES and CHW)?**

Letters of support can speak towards the proposer’s ability to perform the specific service, their reputation in the community, organizational highlights, etc.

Separate letters of support should be submitted for each component because each application is evaluated individually.

**22. Will you share all the organizations that apply?**

At this time, we are not able to show organizations that have submitted for the RFP. All awardees will be made public.

### **Community Approaches to Public Safety (CAPS)**

**23. Are there any new catchments for public safety? Or are they all already pre-existing?**

All of the Competition Pools are listed. The catchment areas will need to be defined by the proposer based on data, community need, and organizational capacity. Two new sites in existing precincts will be launched in FY 23 (Competition Pools 40 precinct Site B and 44 precinct Site B will be launched next fiscal year.)

**24. Does the current catchment area within the precinct have any bearing on the focus of the application within the same precinct for this RFP? Or should we focus on where we feel the need is?**

For CAPS: The proposer is not bound by current service (catchment) areas. Proposers are required to specify the area(s) within the competition pool that they propose to focus on for service delivery and provide adequate justification.

**25. For the staffing component of Community Led Approaches to Public Safety, are subcontracts permissible, e.g. for violence interrupter staff?**

The preference is for the organization (prime vendor) who is applying will have the ability to implement the respective area of work. Subcontracting is permissible but roles and responsibilities must be clearly outlined within the proposal and reflected in the budget.

**26. For Part 1, can the proposed program be based on a model that is NOT a Cure Violence model? Or loosely built on the Cure Violence model but adapted to specific communities/groups?**

There is room for proposers to be flexible with implementation of CAPS services. However, the Cure Violence model would serve as the base and awarded vendors will be expected to adhere to all required components including staff lines, program expectations and deliverables. Proposers are encouraged to indicate any practices that are unique to specific populations that could enhance the effectiveness of the program and/or build on the model.

**27. Does a CAPS applicant need to apply/accept the full \$1.6M, or can budgets be for less than that amount?**

All applicants and awardees are expected to utilize the full contract award because it reflects the expectations and deliverables within the scope.

**Youth Enrichment Services (YES)**

**28. In youth enrichment services (YES), Part II, are the schools the competition pools?**

The Competition Pool is the precinct; within each precinct schools have been identified for which proposers may apply.

**29. How many applications are required within a Competition Pool?**

Only one application is required per Competition Pool, even if there are multiple schools and campuses within that Pool. The applicant must indicate the number of schools that they are applying for and list the schools if they are named (propose schools if TBD is listed).

**30. This year, there are 3 schools being served at Boys and Girls High School in Brooklyn but list 2 next year, is the scope shrinking?**

The YES services for B&G HS are indicated across the 79th and 81st precinct competition pools. All scopes of work are evaluated on a yearly basis to ensure efficient and effective service delivery.

**31. If I currently provide these services in schools will I continue to have them?**

For FY23+ services, no providers have been designated; this RFP process will determine all providers. Proposers can only apply for the number of schools reflected within a particular competition pool according to the competition pool listing provided.

**32. Can schools located in precinct areas/neighborhoods (i.e. the “Competition Pool”) outside of the schools listed on the RFP be proposed to work with?**

Proposers are bound by the schools that are named within the Competition pool listing. However, in instances where TBD is listed, proposers can indicate schools they would like to be considered for services. Please note that all school placements are subject to change at any time prior to the implementation of services.

**33. For making budgets within the Youth Enrichment Services program component, do we have to create a budget for each individual school or for the district? (Ex: If we are applying to 4 schools within a competition pool, do we need to produce four \$40k budgets or one \$160k budget?)**

One budget should be submitted for the total number of schools for a 3-year term. The contract amount for Youth Enrichment Services is 40k per school (please multiply by the total number of schools you seek to propose to calculate full budget).

**34. Is Boys and Girls and Franklin K Lane Campuses considered as one school or identified as the individually named schools?**

Campus schools are identified by the individual schools within the building structure, not as one school. Please refer to the Competition Pool listing.

**35. If we are interested in applying to two schools within the same precinct, but not the same campus, how many applications would we need to submit? (For example, how many applications would we need to submit to apply to both Gotham Collaborative HS and PS 100 in the 43rd Precinct?)**

Only one application is required in this instance because the schools are within the same competition pool. Simply indicate the number of schools to which you are applying and name them.

**36. What is the meaning of the language in the YES component that the curriculum needs to be a “credible approved curricula?” Who approves the curricula?**

Any curriculum utilized to implement YES will need to be approved by MOCJ. A sample of the curriculum should be submitted and may be further evaluated after contract awards are determined.



**37. The # of schools available within the school campus is different from what is available. Why is that?**

The YES school listing only reflects those schools that have currently have funding identified for FY23+ In some cases, this means that not all schools within a campus will receive YES programming.