New York State | Office of Mental Health

Trauma Informed Network Questions and Answers

1. Will the NYS TINRC be responsible for locating and budgeting for translation services of all materials developed, or does OMH already have access to these services?

    ANSWER - The NYS TINRC awardee is responsible for identifying and budgeting for translation services for informational materials that are developed by the NYS TINRC. The awardee is not responsible for translating materials that are included in training nor for materials that are included in the Frontline Workers toolkit that are not developed by the NYS TINRC. These materials that are translated must be available in English and the six most common non-English languages spoken by limited English proficiency (LEP) individuals in the State of New York. The NYS TINRC awardee is also responsible for ensuring that the website has a translation function.

2. What is the vision or focus for what an Expert Level Trainer can provide in their own system once trained by the NYS TINRC? Is it for them to be positioned to provide their own train-the-trainer of the Trauma Responsive and Resilience Informed Care curriculum without the NYC TINRC's involvement? And/or is it to be trained to provide additional follow-up training to the TRRIC curriculum, which would be designed/piloted by the awardee?

    ANSWER - OMH's goal is to increase trauma-informed training capacity statewide by creating a network of available trainers and champions who are available to provide the TTRIC, a standardized trauma informed and equity-based fundamentals training. The vision of an Expert Level Training is to ensure sustainability within larger organizations and throughout the state.

    - Participants in the TRRIC TOT, will be able to present the TRRIC curriculum in their own organizations and communities and may be available to provide the TRRIC curriculum in other parts of the state.

    - Participants in the TRRIC Expert Level training will be positioned to provide the TRRIC TOT within their own organizations thereby increasing the number of trainers available to present the TTRIC curriculum in larger organizations, such as state agencies, and to ensure sustainability.

    All TTRIC Trainers will be expected to work with and report to the NYS TINRC including but not limited to providing feedback about the curriculum and providing aggregate data related to the trainings.

It is not OMH's expectation that the Expert Level training will be to provide additional follow-up training to the TRRIC curriculum.

3. Is the expectation that all trainings offered by NYS TINRC, including the annual conference, will be free for training participants to attend, or is allowable to have registration fees?

    ANSWER - It is expected that all trainings offered by NYS TINRC are provided free of charge.

    It is expected that the annual in-person conference will accommodate a minimum of 300 attendees. For this conference, a nominal fee, between $25-50, may be charged. The awardee will consult with and receive approval from OMH prior to setting this fee.

4. The Program Specific Questions that are in Grants Gateway allow for applicants to either enter responses directly into Grants Gateway or provide a response to the question via an uploaded document.

    When entering responses into Grants Gateway, each response is character limited (character count appears to include spaces). If we choose to upload a document containing the response, is there a character limit for the uploaded document?

    ANSWER – No, but the response must be succinct and responsive only to the question being posed. Any segue or unclarity of response could result in reduction of point(s).

    Should a single method be used to address all questions – if we elect to upload responses, should responses to ALL questions be uploaded?

    ANSWER – No, format of response does not have to be the same for all questions.

5. In the Pre-Submission Uploads section of Grants Gateway, there are "Placeholders" that allow for including supporting documents/additional materials. Are there any restrictions on what supporting documents may be included?

    ANSWER – No, but it should be made clear in response to the question(s) what the supporting document is and how it supports the response provided.

6. Hosting of a 1 ½ day in-person conference is a required activity. Can a fee be charged to participants to offset cost?

    ANSWER - See answer to Question 3.

7. Is there a format or information that needs to be included in the Letter of Intent or is it simply a notification of our intent to submit an application?

    ANSWER – No, there is no required format for the Letter of Intent.

8. Please clarify/confirm the following submission requirements for MWBE and EOE:

   a. MWBE: Page 13 of the RFP references submission of an MWBE Utilization Plan as a requirement for the award recipient. Please confirm that this is not required at the point of application.

      ANSWER – It is not required.

   b. Page 14 of the RFP states that the "applicant will be required to submit a Minority and Women-Owned Business Enterprise and Equal Opportunity Policy Statement to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be provided during contract process) identifying the anticipated work force to be utilized on the contract."
      a. Please confirm the specific documents, if any, that must be submitted with the application, where we may locate these documents (if required) and the appropriate section in Grants Gateway where we should upload any required documents.

      ANSWER – This document is not required at time of submission of application. It would be required in the event an award is made through the contract process.

9. Can an applicant upload individual narrative prompt responses in Grants Gateway rather than using the text boxes? If so, confirm that those responses must be no more than 4,000 characters.

   ANSWER – See response to Question 4

10. If uploads are used, are there formatting requirements for the documents (font, margins, etc.)?

    ANSWER – No. See response to Question 4

11. Is there a template for the Operating budget?

    ANSWER – The budget template is available/found on the Pre-Submission upload page and must be provided in response (as an upload) to Question 6.10.a

12. What documents are required other than the project narrative, budget and budget narrative?

    ANSWER – Any and all required documents would be detailed either in the Program Specific Questions (as a required upload in response to that question) or the Pre-Submission Upload page.

13. Are figures and tables allowed is uploads are used?

    ANSWER – If there are uploads provided to support responses to a question(s), the response should be clear and specific in pointing out the information to be relayed in the figures and tables that are uploaded.

14. Is there a specific Youtube video that is helpful for this particular solicitation?

    ANSWER – There are generic YouTube videos available to guide an applicant through the Grants Gateway application process, but there are no videos specific to just this RFP.

15. Are there restrictions or limitations as to who can or should be contracted for website design and maintenance?

    ANSWER - It is expected that a sub-contract for website design and maintenance is completed with an organization/business/vendor that has the level of experience and expertise to meet the deliverables related to the website. The applicant should outline the sub-contractor's experience and expertise to meet all deliverables outlined in Section 5.2.C.

16. Is there a more detailed budget narrative template available? Is the budget narrative limited to two pages?

    ANSWER – The narrative is to be drafted by the applicant. There is no prescribed format for submission. There is no page limit for the narrative.

17. Will the selected vendor be allowed to subcontract with an organization that is not based in New York?

    ANSWER - The awardee may subcontract with an organization outside of New York State for website design and maintenance provided the subcontractor has the experience and expertise to meet the deliverables outlined in Section 5.2.C. See answer to Question 15.

    The awardee may subcontract with an organization outside of New York State for keynote speakers for the annual conference.

    For all other subcontracts, the awardee must sub-contract with organizations that are based within New York State.