



**Department
of Health**

Public Health Leadership Training Institute Public Health Continuing Education

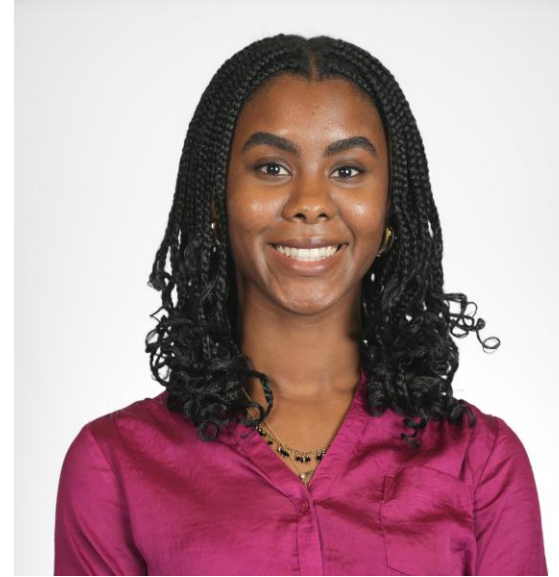
**Lacey Grififn-Braaf, Procurement Manager
Sheba Mendoza, Senior Health Program Coordinator**

Informational Session

Procurement Team



Lacey Griffin-Braaf
Procurement Manager
DPHI, Community Engagement & Outreach



Sheba Mendoza
Senior Health Program Coordinator
DPHI, Community Engagement & Outreach

Purpose of today's session

1. Provide an overview of the RFP
2. Review applicant eligibility requirements
3. Walk through the project scope and expectations
4. Explain application components
5. Key requirements and deadlines

Please submit all questions in the chat

Public Health Continuing Education Unit

Mission

- **Strengthen the New York State Office of Public Health (OPH) workforce**
- **Develop core public health competencies among staff**
- **Build practical knowledge of the 10 Essential Public Health Services**
- **Empower staff to perform their roles effectively**
- **Support improved health outcomes for communities across New York State**

Goals

- **Support employee learning and professional development**
- **Improve staff performance and workplace engagement**
- **Promote employee satisfaction and overall well-being**
- **Ensure all employees gain essential knowledge and skills**
- **Share best practices that strengthen workforce effectiveness**
- **Foster a more cohesive and collaborative public health workforce**

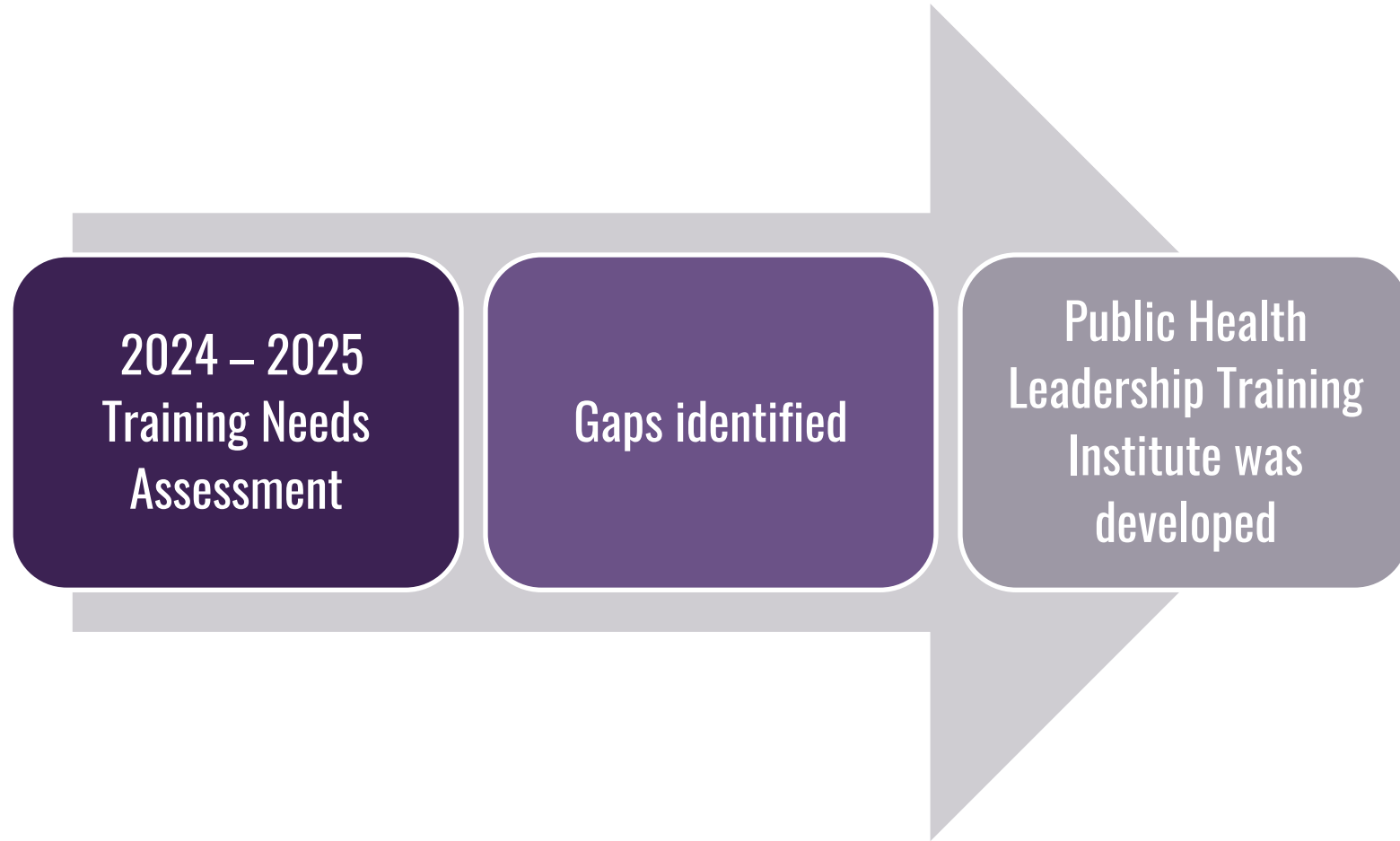
Overview

The Public Health Leadership Training Institute is a statewide leadership development initiative designed to strengthen leadership capacity among governmental public health professionals across New York State.

The initiative aims to:

- Strengthen leadership and management skills
- Support workforce development across the public health system
- Promote collaborative and equity-focused leadership

Why Leadership Training?



Funding

Total funding of \$500,000 for one(1) contractor to design and implement a statewide leadership development initiative which will strengthen the leadership capacity of governmental public health professionals across New York State through two phases.



Public Health Leadership Institute Training

Phase 1: June 1, 2026 – November 30, 2026

Phase 2: December 1, 2026 – November 30, 2027

Continuation into Phase 2 is contingent upon both funding availability and satisfactory contractor performance during Phase 1. There is no additional funding



Who May Apply?



Eligible Applicants include:

- Public or private entities
- Not-for-profit organizations with a 501(c)(3) status



Applicants must:

- Be authorized to do business in New York State
- Be an independent entity not controlled by another organization
- Currently deliver professional development programming

Required Organizational Experience



Must demonstrate at least five (5) years of experience in:

- Leadership and management training for the public health workforce
- Delivering training in multiple formats
- Managing statewide training programs
- Using learning management systems or digital platforms
- Working with government agencies or health departments

Overview

Nine cohorts

**Three virtual
Community of Practice
sessions**

**Two in-person training
sessions**



Phase 1 Activities

June 1, 2026 – November 30, 2026

- Implement five cohorts
- Develop curriculum and training materials
 - Coordinate in-person training logistics
 - Register and engage participants
 - Conduct evaluation activities
 - Participate in bi-weekly meetings with
NYSDOH



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Phase 2 Activities

December 1, 2026 – November 30, 2027

Implement four additional cohorts

- Continue evaluation and quality improvement
 - Analyze program outcomes
- Submit a comprehensive final report



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Application Components

Organizational Capacity and Experience

Program Design and Implementation

Staffing and Partnership

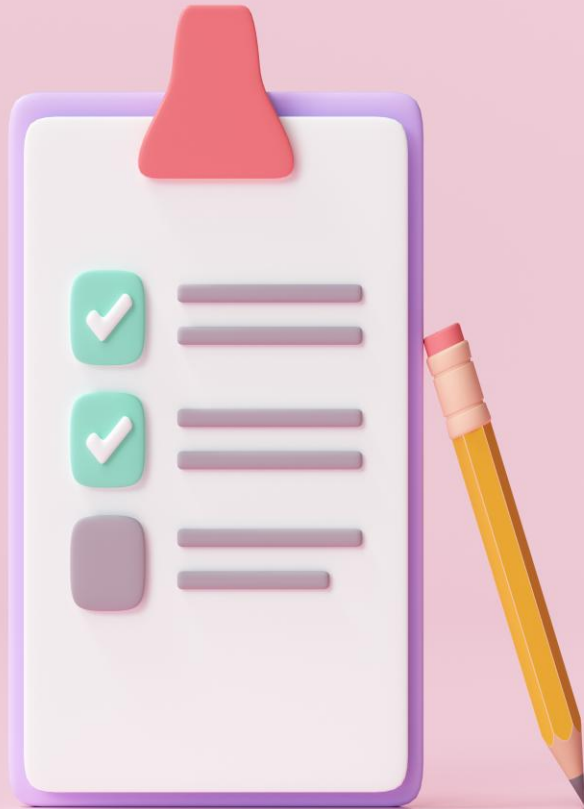
Evaluation and Reporting

Budget



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Required Attachments



Applicants must upload:

- Letter of Commitment
- Two line-item budgets with justification
- Completed Work Plan
- Sample Lesson Plan
- Statement of Assurances
- Vendor Responsibility Documentation

Administrative Requirements

- ✓ **Submit questions to**
dphi@health.ny.gov
- ✓ **Deadline to submit questions: *March 20, 2026***
- ✓ **Responses will be posted on HRI Funding Opportunities page on or about *March 27, 2026***



Survey Monkey Apply (SM Apply)



Create a login in SM Apply©.

A verification link will be sent to your email, follow the link to complete your registration

Log into SM Apply©

Respond to all application questions directly in the platform

Applications are due by April 17, 2026 at 11:59PM



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Key Takeaways

- One statewide contractor will be selected
- Total funding available: **\$500,000**
- Approximately **450** public health professionals will be trained
- Applications must be submitted through **SurveyMonkey Apply**
- Questions must be submitted to @dphi@health.ny.gov
- Applications due **April 17, 2026**

Thank you for your participation in today's session

Email: dphi@health.ny.gov

HRI Funding site: <https://www.healthresearch.org/funding-opportunities/>

Contact: Lacey Griffin-Braaf, Procurement Manager

Alternative Contact: Sheba Mendoza, Senior Health Coordinator-Procurements

Division of Public Health Infrastructure, Office of Public Health



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