

Call for Applications: Pop-Up Cooling Stations for Community-based Summer Heat Relief

Instructions: The purpose of this Request for Applications (RFA) is to identify partners to assist the New York City Department of Health and Mental Hygiene (NYC Health Department) in deploying *Pop-Up Cooling Stations for Community-based Summer Heat Relief*.

Section I outlines the project scope and requirements, funding, and selection process. Section II, starting on page 3, contains the application that must be completed to be considered for selection.

All applications must be submitted by 11:59PM on March 19, 2026. Completed applications will be submitted via email to procurement@fphnyc.org with the subject line “Pop-Up Cooling Station-Organization Name.”

Overview

The Fund for Public Health in New York City (FPHNYC) and the NYC Health Department announce the availability of funding to support “pop-up cooling stations” in heat-vulnerable neighborhoods during Summer 2026 to serve outdoor workers and other heat-vulnerable community members, particularly immigrant populations, older adults, and those without access to home air conditioning.

A pop-up cooling station is transportable setup with a tent, misting, shade, and drinking water. Contracted community-based organizations (CBOs) will be expected to procure these materials, develop an implementation plan and attend trainings, and deploy the pop-up cooling stations on high-heat days in Summer 2026. CBOs are strongly encouraged to add other community-relevant resources to the pop-ups, such as health fair resources, as well as community programming (for instance healthy cooking demonstrations, language classes).

This opportunity is open to organizations that participated in the NYC Pilot Pop-up Cooling Station program in Summer 2025, as well as to new organizations with no prior experience.

Funding Availability

It is anticipated that seven (7) organizations will be selected, with an anticipated start date of April 15, 2026. New organizations will be eligible to receive up to \$52,448 for their participation. Organizations that participated in the 2025 pilot program will be eligible to receive up to \$23,500 to continue in 2026.

Project Scope

Organizations selected through this application will be expected to complete the deliverables outlined below.

Deliverables 1-4 are to be completed by 6/30/26:

1. **Create Deployment Plan for Pop-Up Cooling Station:** New organizations will develop a deployment plan for a pop-up cooling station that includes site selection, outreach plan, and deployment protocol. The organization also will secure necessary permits. Continuing organizations will complete an updated deployment plan and secure necessary permits.

2. **Develop Outreach Materials:** New and continuing organizations will develop and translate outreach materials, such as signage, canvassing materials, and text messaging drafts.
3. **Procure Equipment and Supplies:** New organizations will procure all equipment and supplies needed to deploy the pop-up cooling stations, including misting tents, cool kits, and drinking water. Continuing organizations will procure supplies including cool kits and drinking water. A complete list will be provided as part of the contracting process.
4. **Complete Trainings:** For new organizations, at least two staff must complete three (3) trainings, 1-2 hours per training, to be prepared to deploy the pop-up cooling stations.

Work on the following deliverables will begin upon completion of the first 4 deliverables listed above:

5. **Deploy pop-up cooling stations:** New and continuing organizations will deploy pop-up cooling stations on days when National Weather Service issues a heat advisory day and on other days of high heat (over 82F). Complete at least 8 deployments that operate for a minimum of four hours per day. To provide additional resources to the community, coordinate with community partners (e.g., health, social services) and City agencies to also set up an outreach table at the site, whenever possible.
6. **Final project summary report, including log of popup deployments:** New and continuing organizations will collect data and report on key metrics using information from the NYC Health Department's Deployment Evaluation Form; summarize key successes, challenges, and recommendations; and provide photographs from pop-up deployments.

Selection Process

The selection process will prioritize identification of at least one organization in each borough. Applicants will be most competitive if they demonstrate the following:

- Capacity to store and transport cooling station materials
- Staff capacity to host pop-up cooling stations on high-heat days
- Experience working with outdoor workers (such as day laborers, deliveristas, construction workers, street vendors; preferably, existing outreach program for outdoor workers)
- Experience working with immigrant populations; preferably, existing outreach program for outdoor workers
- Outreach staff who speak languages most frequently spoken by outdoor workers and broader community in the area
- Existing presence in neighborhood(s) with high heat vulnerability ([Heat Vulnerability Index](#) 4 or 5)
- Interest in summer heat safety (prior knowledge not required)

The anticipated date for award notification is **March 25, 2026**.

Pop-Up Cooling Stations for Community-based Summer Heat Relief
APPLICATION FORM

Section 1: Organizational Information

1. Organization Name:
2. Address:
3. Contact Name & Title:
4. Email Address:
5. Phone Number:
6. Borough(s) Served (check all that apply):
 - ☐ Bronx
 - ☐ Brooklyn
 - ☐ Manhattan
 - ☐ Queens
 - ☐ Staten Island
7. Please list the ZIP codes your organization serves. (list all applicable)
8. Does your organization deliver services in multiple languages? ☐ Yes ☐ No

If yes, please list languages:
9. Did your organization deploy pop-up cooling stations in the NYC Pilot Pop-up Cooling Station program in Summer 2025?
 - ☐ Yes
 - ☐ No

Section 2: Organization Eligibility

10. Is your organization tax exempt under 501(c)(3) of the Internal Revenue Code?
 - ☐ Yes, our organization has 501(c)(3) nonprofit status
 - ☐ No, but our organization has a 501(c)(3) fiscal sponsor
 - ☐ No

11. Are you currently in good standing with New York City, New York State, and the federal government?

- ☐ Yes, our organization is in good standing
- ☐ No

If no, please provide an explanation below.

12. Is your organization registered in the City's Payee Information Portal (PIP)

- ☐ Yes, our organization is currently registered
- ☐ No

If no, does your organization agree to register within one (1) week of selection for the program?

- ☐ Yes
- ☐ No

13. Is your organization enrolled in the City's Procurement and Source Solutions Portal (PASSPort)?

- ☐ Yes, our organization is currently enrolled
- ☐ No

If no, does your organization agree to enroll within one (1) week of selection for the program?

- ☐ Yes
- ☐ No

14. Does your organization have the capacity to complete all of the following: enter into and manage a contract, document and report on expenses, and submit timely invoices?

- ☐ Yes
- ☐ No

15. Please indicate your organization's total years of experience in community programming:

16. Please indicate the community programming areas in which you have experience (check all that apply).

- ☐ Outreach to outdoor workers
- ☐ Climate and health programming
- ☐ Outreach to immigrant populations
- ☐ Public health emergency preparedness
- ☐ Health fairs
- ☐ Resource support and linkages
- ☐ Outreach to communities with limited English proficiency
- ☐ Other (please specify):

Section 3: Organizational Capacity

17. Does your organization have physical space to store the pop-up cooling station materials, including misting tents, cool kits, and drinking water, when not in use?

☐ Yes
☐ No

Please provide a brief description of your storage capacity below.

18. Participating organizations will be expected to transport, set up, host, and break down pop-up cooling stations at a selected public location on at least eight (8) days during Summer 2026. Since the dates will be based at times on weather forecasts, organizations must be able to deploy pop-up cooling stations on relatively short notice and, potentially, for multiple days in a row. Does your organization have the capacity, including staff and vehicles, available to meet this expectation?

☐ Yes
☐ No

Please provide a brief description of your organization's capacity below.

19. The pop-up cooling station locations will be in neighborhoods with high heat vulnerability. This is defined as neighborhoods with a Heat Vulnerability Index (HVI) score of 4 or 5 on the [HVI Map on the Health Department website](#). Participating organizations will deploy the pop-up cooling stations in at least one location, with the option to deploy in more than one location. In what zip code(s), does your organization propose to deploy a pop-up cooling station? Please identify specific locations if possible.

Section 4: Additional Information / Comments

Please provide any additional information, questions, or considerations for your participation or partnership. (1 page limit)

Section 5: Certification

By signing below, I certify that the information provided in this application is accurate and complete to the best of my knowledge. I also confirm my organization is fully able and willing to carry out the requirements of the project as outlined above.

Authorized Representative Name:

Title:

Signature:

Date: