Request for Proposals
Westmoreland County Human Services 2023
American Rescue Plan Act (ARPA) Program

Public Information Sessions: April 10 and 11, 2023
Introductions

**McCrae Martino**
Executive Director
Community Foundation of Westmoreland County

**Robert Hamilton**
Director
Westmoreland County Department of Human Services

**Brian Chruscial, CPA**
Partner
Zelenkofske Axelrod LLC
Westmoreland County’s Department of Human Services is a newly integrated department committed to improving the quality of life for all Westmoreland County residents by providing essential human services.
Funding Opportunity

• Partnership between Westmoreland County Commissioners, DHS and CFWC

• $3 million in American Rescue Plan funds

• Grants for nonprofit organizations to provide human services to Westmoreland County residents.
Applicants may request support for pilot projects or existing programs with significant proposed innovations.

$150,000 +

August 1, 2023 - December 31, 2024.
Funding Priorities

Mental Health
- Ensure residents have access to timely and appropriate services when they are needed. Examples: mobile mental health crisis services; prevention services.

Homelessness and Housing
- Increase shelter beds and affordable housing for households at risk of or currently experiencing homelessness. Examples: shelter or transitional housing; rapid rehousing.

Human Services for Children and Youth
- Address the diverse human services needs of children and youth in the County. Examples: out-of-school time mentoring; access to childcare.

Workforce Development
- Help individuals overcome barriers to employment and that help local businesses and employers secure the talent they need to survive. Examples: on-the-job training program; apprenticeship.

Projects may address more than one area of focus (e.g. teen mental health)
## Eligibility

<table>
<thead>
<tr>
<th>Eligible Applicants</th>
<th>Ineligible to Apply</th>
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<tbody>
<tr>
<td>• Be a registered 501(c)(3) nonprofit organization,</td>
<td>• Individuals</td>
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<td>• Have a minimum annual operating budget of $300,000 <strong>and have completed</strong> a recent financial audit and</td>
<td>• Schools</td>
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<td>• Demonstrate the organizational capacity and expertise necessary to manage federal funds.</td>
<td>• Government entities</td>
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<td>• For-profit businesses</td>
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<td>• Organizations not delivering or proposing to deliver services in Westmoreland County</td>
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<td>• Organizations primarily engaged in lobbying or political activities</td>
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<td>• Organizations not compliant with all federal, state and local laws</td>
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<td>• Organizations that are delinquent in the payment of real estate taxes</td>
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<td>• Fiscally sponsored organizations</td>
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Project Requirements

• Take place within Westmoreland County and serve Westmoreland County residents

• Address one or more of the areas of focus

• Pilot or existing program with innovations

• Must start by August 1, 2023

• Spent by December 31, 2024
Budget Requirements

• Budgets should reflect a 17-month project period.

• Minimum request size is $150,000.

• Administrative costs may not exceed 6% of the total requested budget.

• Funds may not be used for any of the following:
  • To service long-term debt
  • To make retirement contributions
  • To replenish financial reserves
  • To satisfy settlements and judgements.
Review and Selection Process

• Review Committee representing the Westmoreland County Department of Human Services, CFWC and community leaders

• Funding decisions will be made by the Westmoreland County Board of Commissioners.
Evaluation Criteria

- Strong understanding of the needs of Westmoreland County residents and clearly demonstrates the need for the proposed project.
- New or unique approach to service delivery.
- Track record of success within the proposed area of focus.
- Capacity and expertise needed to manage federal funds.
- Well-developed plan for project implementation.
- Outcomes are feasible given the size and scope of the project.
- Strong plan for measuring success.
- Realistic project budget.

Only fully completed applications will be considered.
How to Apply

• All applications must be submitted using the CFWC online application portal at
  https://www.grantinterface.com/Home/Logon?urlkey=pittsburgh

• If you do not have an existing account with the portal, you will first need to create a profile.

• You can save your work and return as needed.
Application Requirements

• Organizational Background
• Project Narrative
• Project Budget (Template provided)
• Attachments:
  • Logic Model (Template provided)
  • Copy of 501(c)(3) designation letter
  • Current Board Member roster
  • Current Annual Operating Budget
  • Most Recent Audit
  • Current Financial Package (Balance Sheet, Income Statement and Cash Flow)
  • Proof of insurance
  • Proof of current licensure, if available
  • W9 Form
  • Most Recent 990
  • Letters of Support/Partnership (optional)
Timeline

RFP Posting: April 3, 2023

Deadline for Questions: April 21, 2023 by 5:00 PM

Submission Deadline: May 12, 2023 by 11:00 PM

Estimated Decision: July 13, 2023

Projects Begin: August 1, 2023

Projects End: December 31, 2024
Post-Award

• All selected applicants’ contracts will be held and monitored by Westmoreland County.

• Successful applicants must adhere to all terms, conditions and guidelines within the agreement with the County.

• A sample agreement can be found on CFWC’s website

• Applicants should familiarize themselves with the sample agreement prior to submitting a proposal.

• The agreement may include further terms depending on the project being proposed and ultimately awarded.
Questions

• Questions must be submitted by 5:00 PM on April 21.
• Email questions to martinom@cfwestmoreland.org with subject line "ARPA RFP Questions."

• Responses will be posted on the CFWC website at https://cfwestmoreland.org/humanservicesARPA.

• For technical assistance regarding the use of the online application, email Emily Rousseau at rousseaue@pghfdn.org.