



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



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Partner
Zelenkofske Axelrod LLC

Background: Westmoreland County Human Services

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.

Funding Opportunity

- 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

Eligible Applicants

- Be a registered 501(c)(3) nonprofit organization,
- Have a minimum annual operating budget of \$300,000 **and have completed a recent financial audit and**
- Demonstrate the organizational capacity and expertise necessary to manage federal funds.

Ineligible to Apply

- Individuals
- Schools
- Government entities
- For-profit businesses
- Organizations not delivering or proposing to deliver services in Westmoreland County
- Organizations primarily engaged in lobbying or political activities
- Organizations not compliant with all federal, state and local laws
- Organizations that are delinquent in the payment of real estate taxes
- Fiscally sponsored organizations

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.

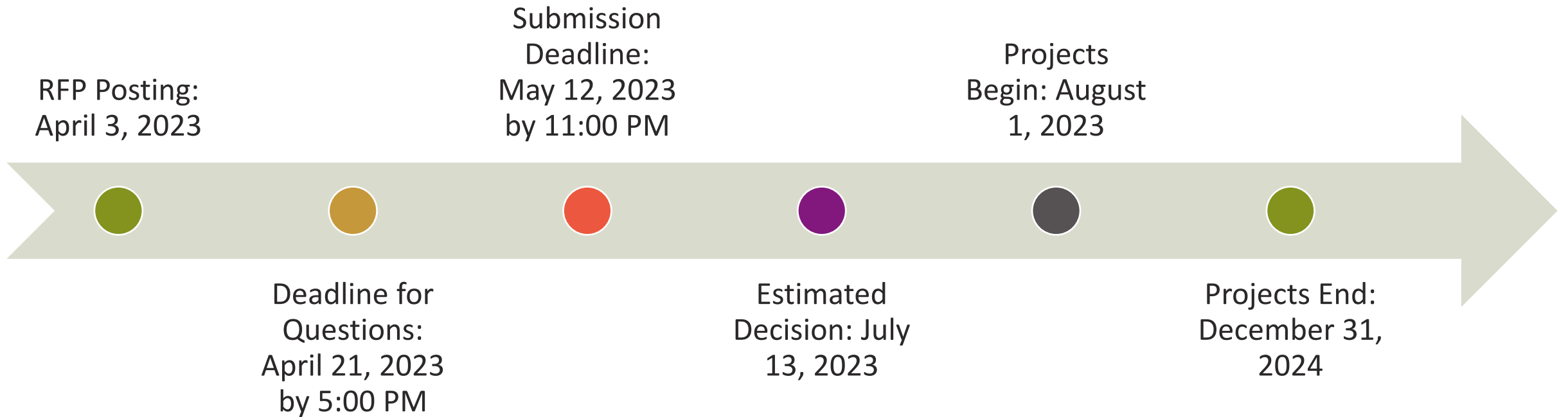
How to Apply

- 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



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 rousseau@pghfdn.org.