



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

**DEADLINE TO APPLY: MAY 12, 2023, at 11pm**

**OVERVIEW OF FUNDING OPPORTUNITY**

The Community Foundation of Westmoreland County (CFC) is issuing this request for proposals (RFP), in partnership with the Westmoreland County Commissioners and the Westmoreland County Department of Human Services, to distribute up to \$3 million in American Rescue Plan funds to nonprofits providing human services in Westmoreland County.

Grants will provide funding to nonprofit organizations to support the needs of Westmoreland County residents in one or more of the following priority areas: Mental Health, Homelessness and Housing, Human Services for Children and Youth and Workforce Development. Applicants may request support for pilot projects or existing programs with proposed innovations.

Awards will range from \$150,000 to \$500,000 for a 17-month project period beginning Aug. 1, 2023, and ending Dec. 31, 2024.

Eligible applicants include registered 501(c)(3) nonprofit organizations that have a minimum annual operating budget of \$300,000, audited financial statements and demonstrate the organizational capacity and expertise necessary to manage federal funds.

Please review this document in its entirety for additional information about eligibility, application requirements, evaluation criteria and contract requirements of successful applicants.

**TIMELINE**

- RFP Posting: April 3, 2023.
- Public Information Sessions- attend one:
  - Session # 1: April 10, 3:00 PM. Please use the link below to register:  
<https://pghfdn.zoom.us/meeting/register/tZMsdu2qrz4oE9zwWZcKbja1LNBarcRwWa3W>
  - Session #2: April 11, 11:00 AM. Please use the link below to register:  
[https://pghfdn.zoom.us/meeting/register/tZYrfuippjwjHdEYhXAzlf3mdzoX-kgf9\\_s](https://pghfdn.zoom.us/meeting/register/tZYrfuippjwjHdEYhXAzlf3mdzoX-kgf9_s)
- Deadline for Questions: April 21, 2023, by 5:00 PM
- **Submission Deadline: May 12, 2023, by 11:00 PM**
- Estimated Decision: July 13, 2023

- Timeline for use of funds: Aug. 1, 2023 – Dec. 31, 2024

## BACKGROUND

### Who We Are

#### **The Community Foundation of Westmoreland County**

Established in 1995, The Community Foundation of Westmoreland County (CFWC) encourages residents to become philanthropists, provides grants that support a wide variety of charitable organizations and serves as a community leader. CFWC's resources comprise funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to strengthening and celebrating the Westmoreland County community. CFWC currently has more than 220 individual donor funds, valued at \$49 million and has granted over \$14 million to local nonprofit organizations.

#### **Westmoreland County Department of Human Services**

Westmoreland County's Department of Human Services is committed to improving the quality of life for all residents of the County by providing essential human services. As a newly integrated department with a combined total budget of over \$90 million, the Department of Human Services comprises the Area Agency on Aging, the Children's Bureau, the Veteran Affairs Department, Behavioral Health and Developmental Services and the Drug Overdose Task Force.

### Why We Are Issuing This RFP

The COVID-19 crisis has had profound and far-reaching impacts on residents of Westmoreland County, increasing the demand for human services as well as revealing gaps in the existing social services network. Among residents surveyed by Westmoreland Community Action in 2022, 70.8% stated that they or their family have been impacted by the pandemic, with many experiencing a loss of income, childcare changes, increased depression and anxiety and isolation.<sup>1</sup>

The pandemic coincided with an ongoing, collaborative effort to transform human services in Westmoreland County. In 2020, a regional partnership, consisting of the Westmoreland County Commissioners, the Community Foundation of Westmoreland County, and the United Way of Southwestern Pennsylvania, embarked on a multi-year effort to assess the County's human services landscape and identify strategies to improve service delivery and coordination. The Hill Group was engaged to conduct a comprehensive study that incorporated quantitative research, interviews with subject matter experts and a survey of Westmoreland County human service providers.

These planning efforts have resulted in systemic changes designed to bolster human services in Westmoreland County. In 2022, the County hired a Department of Human Services Director to lead a newly integrated department that brought together five previously separate County agencies: the Area Agency on Aging, the Children's Bureau, the Veteran Affairs Department, Behavioral Health and Developmental Services and the Drug Overdose Task Force. Through a coordinated, no-wrong-door

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<sup>1</sup> Westmoreland Community Action 2022 Comprehensive Community Needs Assessment. Retrieved from <https://westmorelandca.org/westmoreland-community-action-comprehensive-needs-assessment-2022/>

approach, the Department of Human Services is working with public, private, and nonprofit organizations to establish a coordinated system for all clients seeking human services.

In 2021, Westmoreland County was awarded \$105.3 million in American Rescue Plan Act (ARPA) funds to support local recovery efforts. In another important milestone in the County's human services transformation, County Commissioners allocated \$3 million of those funds to the Department. Through strategic investment in existing, proven models as well as innovative pilot projects, Westmoreland County aims to fortify the human service ecosystem to better address the evolving needs of residents and communities. Funding will be targeted to four priority areas: Mental Health, Homelessness and Housing, Human Services for Children and Youth and Workforce Development.

- **Mental Health:** Mental health and access to mental health services are growing areas of concern in Westmoreland County, mirroring national trends. According to the 2021 National Survey on Drug Use and Health, 22.8% of adults aged 18 or older had a mental illness in 2021, with young adults aged 18-25 showing the highest rates of mental illness, followed by adults aged 50 and older.<sup>2</sup> Among children and youth in Pennsylvania, rates of anxiety and depression increased 27.5% between 2016 and 2020 in what has been described as a mental health pandemic.<sup>3</sup> CDC data show that Westmoreland County residents have experienced increased rates of mental health conditions, substance use and suicidal ideation in recent years.<sup>4</sup> As of Nov. 1, 2022, there were 68 confirmed overdose deaths in Westmoreland County in 2022, with an additional 25 suspected overdose cases pending further investigation. Of those confirmed, 70.6% were male and 77.9% had Fentanyl in their system.<sup>5</sup> Despite the widespread need for mental health and recovery services, many residents are unaware of where to go for help or have had trouble accessing such services in the past.<sup>6</sup>

**Westmoreland County seeks to invest in a variety of mental health supports, including preventative and crisis services, to ensure residents have access to timely and appropriate services when they are needed.**

- **Homelessness and Housing:** Shelter and affordable housing rank among the top human service needs in the region. In January 2022, 42 households and 56 unique persons were identified as experiencing homelessness in Westmoreland County.<sup>7</sup> These figures represent a point-in-time snapshot of individuals and families utilizing shelter services on a single night; however, the need for housing assistance is widespread and includes individuals and families experiencing unsheltered homelessness, doubling-up in overcrowded units, facing eviction, or otherwise living in unsafe or unstable conditions. Rental assistance was the top service need requested by

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<sup>2</sup> 2021 National Survey on Drug Use and Health (NSDUH). Retrieved from: <https://www.samhsa.gov/data/release/2021-national-survey-drug-use-and-health-nsduh-releases#annual-national-report>

<sup>3</sup> Ibid.

<sup>4</sup> Westmoreland Community Action 2022 Comprehensive Community Needs Assessment. Retrieved from <https://westmorelandca.org/westmoreland-community-action-comprehensive-needs-assessment-2022/>

<sup>5</sup> Current Accidental Overdose Statistics for the Year 2022. Retrieved from: <https://www.co.westmoreland.pa.us/295/Statistics>

<sup>6</sup> Westmoreland Community Action 2022 Comprehensive Community Needs Assessment. Retrieved from <https://westmorelandca.org/westmoreland-community-action-comprehensive-needs-assessment-2022/>

<sup>7</sup> Western PA CoC 2022 Point-In-Time Count Results. Retrieved from <https://pennsylvaniacoc.org/2022-point-time-pit-count>. Note: All individuals were residing in emergency shelters on the night of the count. Due to COVID-19, unsheltered households were not counted in 2022.

individuals who contacted the United Way PA 211 Southwest helpline in fiscal year 2021-2022, closely followed by other housing-related needs such as utility assistance, rental deposits and coordinated entry services.<sup>8</sup> Westmoreland County does not have enough shelter beds and housing services to meet the current demand.<sup>9</sup> Additionally, more than one third (34.9%) of residents surveyed stated that they would not know where to go for housing assistance if needed.<sup>10</sup>

**Westmoreland County seeks to invest in an array of homelessness prevention, housing, and supportive service programs to address the lack of shelter beds and affordable housing for households at risk of or currently experiencing homelessness. The County is also interested in exploring transitional housing and other new program models that will complement the existing continuum of homeless services.**

- **Human Services for Children and Youth:** Within Westmoreland County, 11% of children under 18 lived in poverty and 39% qualified for free or reduced price lunch as of 2020.<sup>11</sup> The Annie E. Casey Foundation notes that “growing up in poverty is one of the greatest threats to healthy child development,” with families’ socioeconomic status directly impacting children’s long-term health, educational attainment, future earnings and other quality of life indicators.<sup>12</sup> Strengthening low-income families’ access to human services is strongly linked to increased economic mobility.

**Westmoreland County seeks to invest in programs that address the diverse human services needs of children and youth in the County. Examples of project outcomes that could be supported under this RFP include but are not limited to increasing families’ access to healthy foods, expanding access to education and childcare services; strengthening family supports to prevent child welfare involvement; and increasing out-of-school-time programming. Westmoreland County will also consider projects that address the other RFP focus areas – mental health, housing, and workforce development – with a specific focus on addressing the needs of children and youth.**

- **Workforce Development:** Westmoreland County faces multiple workforce challenges related to population decline and the lingering effects of COVID-19. The current labor force participation rate among Westmoreland County residents aged 16 and older is 61%. With a median age of 46 years, the Westmoreland Fayette Workforce Development Area (WFWDA) has an older

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<sup>8</sup> United Way of Southwestern Pennsylvania PA 211 2021-2022 Fiscal Year Report. Retrieved from <https://pa211sw.org/media-library/reports/>. Note: While PA 211 Southwest serves 13 counties across Western PA, nearly 20% of all calls came from Westmoreland County (second only to Allegheny County).

<sup>9</sup> Improving Human Services in Westmoreland County. The Hill Group, April 2021. Retrieved from [https://uwsdpa.org/wp-content/uploads/2021/04/West-Co-Human-Svcs-Assessment-Report-April-2021.pdf?fbclid=IwAR2LYICVkvGV7BHLW57G-hwsLkq7FGiaPC6JfHhcZu8AtQoo5I2avyTW\\_ye8](https://uwsdpa.org/wp-content/uploads/2021/04/West-Co-Human-Svcs-Assessment-Report-April-2021.pdf?fbclid=IwAR2LYICVkvGV7BHLW57G-hwsLkq7FGiaPC6JfHhcZu8AtQoo5I2avyTW_ye8)

<sup>10</sup> Westmoreland Community Action 2022 Comprehensive Community Needs Assessment. Retrieved from <https://westmorelandca.org/westmoreland-community-action-comprehensive-needs-assessment-2022/>

<sup>11</sup> Robert Wood Johnson Foundation Community Health Rankings, Westmoreland County, 2022. Retrieved from: <https://www.countyhealthrankings.org/explore-health-rankings/pennsylvania/westmoreland?year=2022>.

<sup>12</sup> 2022 KidsCount Data Book. Annie E. Casey Foundation. Retrieved from: <https://www.aecf.org/resources/2022-kids-count-data-book>

population when compared to the Southwest Region as a whole, and this gap is expected to increase significantly by 2030.<sup>13</sup>

While 94.9% of Westmoreland County residents aged 25 or older have a high school diploma or equivalent, only 30.8% have a bachelor's degree or higher.<sup>14</sup> In its 2021-2024 WIOA Local Plan, the Westmoreland-Fayette Workforce Investment Board noted that "the educational attainment level of the region's workforce meets the requirements of the entry-level occupations that are in-demand. However, these jobs typically do not provide family sustaining wages. Therefore, the challenge for the WFWDA is to align these lower-skilled jobs with career pathways that meet the needs of the employers and the labor force. Specifically, the local area needs to prepare skilled and qualified candidates to fulfill employer demand for middle- and higher-skilled jobs in the region."

**Westmoreland County seeks to invest in programs that help individuals overcome barriers to employment and that help local businesses and employers secure the talent they need to survive.**

### **About Westmoreland County's State and Local Fiscal Recovery Funds (SLFRF)**

The American Rescue Plan Act (ARPA) of 2021 allocated a total of \$105.3 million in State and Local Fiscal Recovery Funds (SLFRF) to Westmoreland County. The funding provides local governments with the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts. In May 2021, Westmoreland County received the first half of its allocation in the amount of \$52.6 million. In January 2022, the U.S. Treasury both simplified and expanded the allowable use of funds in its Final Rule for State and Local Fiscal Recovery Funds. Among other changes, the Final Rule expanded the set of households and communities that are presumed to be "impacted" and "disproportionately impacted" by the pandemic and broadened the allowable uses of SLFRF dollars to address public health and economic needs among these communities. The Commissioners judiciously reviewed the Final Rule and gathered additional input concerning the use of the funds through meetings with local nonprofits as well as a public survey.

For more information about Westmoreland County's ARPA allocation, please visit <https://www.co.westmoreland.pa.us/3036/American-Recovery-Plan>.

### **FUNDING OPPORTUNITY**

Grants will provide funding to nonprofit organizations to support the needs of Westmoreland County residents in one or more of the following priority areas: Mental Health, Homelessness and Housing, Human Services for Children and Youth and Workforce Development.

Westmoreland County is interested in proposals that demonstrate new or innovative approaches to service delivery. Applicants may request funding for pilot projects or for existing programs with

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<sup>13</sup> Westmoreland-Fayette Workforce Investment Board WIOA PY Local Plan, 2021-2024. Retrieved from <https://www.westfaywib.org/public-documents/>

<sup>14</sup> US Census Quick Facts, Westmoreland County, Pennsylvania. Retrieved from <https://www.census.gov/quickfacts/westmorelandcountypennsylvania>

proposed innovations, such as a new way of delivering services that reduces barriers for Westmoreland County residents.

Funding is available to nonprofits that are headquartered and currently providing services within Westmoreland County, as well as to nonprofits based in other areas that seek to expand services into Westmoreland County. As such, this RFP also presents a unique opportunity for nonprofits that are not currently funded by the County to introduce programming to Westmoreland County Department of Human Services during a pivotal time in the County's human service system transformation.

Awards will range from \$150,000 to \$500,000. Please note that awards will support a 17-month project period beginning August 1, 2023 and ending December 31, 2024.

### ELIGIBLE APPLICANTS

To be eligible for consideration, applicants must meet following minimum criteria:

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

### INELIGIBLE APPLICANTS

The following are not eligible to apply for funding under this RFP:

- Individuals.
- Schools.
- Government entities.
- For-profit businesses.
- Organizations not delivering services, 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, including taxation.
- Organizations that are delinquent in the payment of real estate taxes.
- Fiscally sponsored organizations.

### PROJECT REQUIREMENTS

- Activities must take place within Westmoreland County and serve Westmoreland County residents.
- Projects must address one or more of the areas of focus outlined in this RFP: Mental Health, Homelessness and Housing, Human Services for Children and Youth and/or Workforce Development. Proposals must include innovative elements as well as collaborations.
- Applicants may submit project budgets ranging from \$150,000 to \$500,000 for a 17-month project period. **Administrative costs may not exceed 6% of the total requested budget.**
- Funding must be spent by Dec. 31, 2024.

### REVIEW AND SELECTION PROCESS

Proposals will be evaluated and scored by a Review Committee representing the Westmoreland County Department of Human Services, CFWC and community leaders with relevant subject matter expertise.

Proposals will be scored based on the following criteria:

- The proposal shows a strong understanding of the needs of Westmoreland County residents and clearly demonstrates the need for the proposed project.
- The proposal presents a new or unique approach to service delivery.
- The organization has a track record of success within the proposed area of focus.
- The organization has the capacity and expertise needed to manage federal funds.
- The proposal includes a well-developed plan for project implementation.
- The applicant identifies outcomes that are feasible given the size and scope of the project, as well as a strong plan for measuring success.
- The project budget is realistic.

Only fully completed applications will be considered.

The Review Committee will present its recommendations to the Board of Commissioners of Westmoreland County for final review. Final funding decisions will be made by the Board of Commissioners. **All selected applicants' contracts will be held and monitored by Westmoreland County.**

The County is under no obligation to award or enter into an agreement with an applicant as the result of this RFP. The County reserves the right to reject any and all proposals at any time during the process.

## APPLICATION PROCESS

All applications must be submitted using the CFWC online application portal ([Go to Grant Portal](#)) through its parent organization, The Pittsburgh Foundation. 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. There is no application fee.

### Application Requirements

The application consists of the following components:

#### I. Overview

1. Organization Name.
2. Project Name.
3. Brief Summary of Project.
4. Project Type: Innovation or Pilot.
5. Area of Focus: Mental Health, Homelessness and Housing, Human Services for Children and Youth and/or Workforce Development.

#### II. Narrative

##### A. **Organizational Background and Experience**

1. History and accomplishments: Provide a brief history of your organization and its major accomplishments.
2. Experience in Westmoreland County: Describe your organization's knowledge of the needs of Westmoreland County residents and any direct experience providing services in Westmoreland County. If you have not previously provided services in Westmoreland County, please describe any relevant experience or knowledge your organization will use to address local needs.
3. Ability to manage federal funds: Describe your organization's experience, knowledge, administrative and fiscal capacity to successfully manage federal funds.

## **B. Project Narrative**

Please note that all applicants are required to attach a logic model listing key inputs, activities, outputs and outcomes for the proposed programming. Narrative responses should reflect the content included in the Logic Model when applicable.

1. Statement of Need: Demonstrate the need for the proposed project in Westmoreland County. Your response must: 1) identify and describe the community or population to be served and 2) describe the specific conditions, gaps or limitations your project will address.
2. Project Goals: Summarize the overall goals of the proposed project. If successful, what will the impact of the project be for residents of Westmoreland County?
3. Project Description: Provide a detailed description of the proposed project. Your response should describe each of the inputs and activities listed in the Logic Model.
4. Evaluating Success: Describe how you will evaluate success. Your response should describe the outputs and outcomes listed in the logic model, as well as the specific methods you will use to measure progress.
5. Partnerships: Identify any partners that will be collaborating with your organization and their role in the proposed project.
6. Timeline: Provide an implementation timeline that lists major activities and milestones over the grant period. Note: the timeline should reflect a 17-month grant period. *Examples of key milestones could include but are not limited to: hiring project personnel, completion of training or credentialing required to deliver services, initiation of service delivery, etc.*

## **III. Budget and Financials**

1. Operating Budget: What is your organization's current operating budget?
2. Total Project Cost: What is the total cost of the project for which you are seeking funding?
3. Total Amount Requested: What is the total amount of funding you are seeking?



4. Project Budget: Please upload a budget that reflects a realistic estimate of the costs associated with implementing the program over a 17-month project period, including any administrative expenses. Note that administrative costs may not exceed 6% of the total requested budget. Identify any other sources of funding that will support your programming.
5. Budget Narrative: Provide a budget narrative with budget assumptions and a brief rationale for each expense.

#### **IV. Attachments**

\*Items with an asterisk are required.

- \*Logic model outlining key program inputs, activities, outputs and outcomes.
- \*Copy of 501(c)(3) designation letter.
- \*Current board member roster.
- \*Budget for request.
- \*Current annual operating budget.
- \*Most recent audited financial statements.
- \*Current financial package including balance sheet and income statement.
- Organization's cash flow projection, if available.
- \*W9 Form.
- \*Most recent 990.
- Letters of support/partnership.
- Proof of current licensure, if applicable
- \*Proof of the following insurance:

*It is anticipated that the successful Applicant shall provide certificates of insurance made out to the County of Westmoreland, indicating that the below listed insurance requirements are in force:*

- a. General Liability: Limits of \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate at a minimum.*
- b. Worker's Compensation: Statutory benefits; employer's liability. \$500,000.00 one accident and aggregate disease. The Applicant's carrier will waive all rights of subrogation against the County.*
- c. Automobile Liability: \$1,000,000.00 per occurrence combined single limit for bodily injury (including death) and property damage liability, covering owner, non-owned and hired vehicles.*
- d. Professional Liability Insurance \$1,000,000.00 per occurrence/\$3,000,000.00 aggregate at a minimum.*
- e. Excess coverage insurance in the minimum of \$2,000,000.00 shall be required covering general liability, automobile liability and employer's liability policies.*
- f. Westmoreland County, and its officers and employees must be named as additional insured parties on all liability policies. Coverage for occurrences happening during the performance of services required under the agreement must be maintained in full force and effect under the policy.*
- g. Thirty (30) days' notice of cancellation.*

**Please note any exceptions to the above insurance requirements in your proposal.**

#### **CONTRACT REQUIREMENTS FOR SUCCESSFUL PROPOSERS**

Each successful applicant will enter into a contract with Westmoreland County and will adhere to all terms, conditions and guidelines within the agreement with the County. A sample agreement can be found online at <https://cfwestmoreland.org/humanservicesARPA>. Please note that the agreement may include further terms depending on the project being proposed and ultimately awarded. By submitting a proposal, the applicant represents that it has made itself familiar with the terms and conditions of the attached sample agreement and agrees to comply with the terms and conditions in the attached agreement. Applicant shall review the attached sample agreement and note any exceptions. While some negotiation is possible, many provisions cannot be changed.

Contracts will be monitored by Westmoreland County.

The 6% administrative allowance is to cover the costs of the successful applicant in implementing and administering the proposed project and shall be used by the successful applicant at their discretion. For purposes of compliance, the successful applicant will agree that no funds from the County will be used to service long-term debt, to make retirement contributions, to replenish financial reserves or to satisfy settlements and judgments.

A successful applicant shall certify that it is not currently under suspension or debarment by the Commonwealth of Pennsylvania or federal government.

## **QUESTIONS**

**Questions about the RFP must be submitted by 5:00 PM on April 21, 2023, to receive a response.**

**Questions should be emailed to [martinom@cfwestmoreland.org](mailto: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, please contact Emily Rousseau at [rousseaue@pghfdn.org](mailto:rousseaue@pghfdn.org).