The Chester County Department of Community Development (DCD) invites service providers to submit proposals for public services directly related to the impact of the COVID-19 crisis in Chester County. The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides additional funding for communities to assist with issues related to the COVID-19 crisis. This application will be open until Friday, November 13, 2020 at 3:00 p.m.

**Introduction**

The CARES Act allocates additional funds to address issues and gaps in support and services, directly or indirectly caused by the COVID-19 crisis. This request for proposals (RFP) will be Chester County DCD’s primary method of allocating these funds.

Please note that guidance regarding the use, disbursement, and tracking of these funds and the related beneficiaries is still forthcoming and some requirements may change pending release of guidance. Funds will be subject to oversight, reporting, and requirements that each grantee will be required to comply with and therefore must have adequate procedures in place to prevent the duplication of benefits, including data entry into Chester County Client Information Management System (CCCIMS) as required.

**Application Workshop**

An online application workshop for Public Services Related to the COVID-19 RFP will be held on Wednesday, October 14, 2020 at 3:30 p.m. DCD is requiring attendees to RSVP with their name and organization to ccdcd@chesco.org or 610-344-5975. Upon registration, DCD will provide log-in details for the workshop.

**Application Submissions**

- **Submission Format:** DCD will use an electronic submission format, available on DCD’s website www.chesco.org/1924/Apply-for-Grants; hard copies are not required. Please note that separate applications for each activity must be submitted. Applicants are encouraged to study the information about DCD’s priorities and objectives for funding prior to starting the application process.
- **Due Date:** Applications are due by **3:00 p.m. on Friday, November 13, 2020.**
- Programmatic assistance about the RFP can be directed to Gene Suski at gsuski@chesco.org or ccdcd@chesco.org.
- Technical assistance with the online application can be directed to Trish Hennessy at phennessy@chesco.org or Shaun Bollig at sbollig@chesco.org.
- **Start Date:** All program operations will be expected to commence immediately upon entering agreement with the County of Chester.
**Funding Priorities**

Funding priority will be granted to the expansion of existing services related to the COVID-19 pandemic with maximum percentage of funds going directly to assist eligible low- to moderate-income Chester County residents in need. Priorities include housing assistance and related services:

- Emergency shelter operations
- Rental assistance
- Shelter and permanent housing case management
- Supportive Services to assist in the placement to permanent housing
- Technology needs for alternative service delivery
- Other community services with a demonstrable COVID-19-related need
- Other housing assistance
  - Short-term subsidies to defray rent and utility arrearages
  - Security deposits or first/last month's rent to permit people experiencing homelessness to move into permanent housing
  - Emergency expenses (i.e. unplanned car repairs, moving expenses, etc.) in connection with ongoing case management and budget counseling

**Eligible Organizations**

Eligible organizations include, but are not limited to:

- Nonprofit organizations, including faith based organizations
- Redevelopment and/or public housing authorities

**Application Requirements**

Proposals will include the following categories when submitted through the online grants managements system.

- Statement of Need and Impact
  - Describe the COVID-19 related need that this proposal will address
  - Describe the quantitative and qualitative impacts this proposal will have on Chester County residents
- Program Design and Service Strategy
  - Summary of proposal
  - Describe how funding will be distributed to low- to moderate-income Chester County residents in need
  - Describe applicant’s experience and capacity to administer and report on activities involving federal grant funding
  - Describe how applicant’s experience enables the distribution of more funding directly to Chester County residents
  - Identify geographic area of proposed project
  - Describe how the organization will track participants and measure impact
  - Describe how this activity will address systemic inequalities and disparities that exist by race, class, income, culture, and education
• Budget (Access attachment)
  o Detailed line item budget
  o Budget narrative that includes justification for all items, details on administrative and staffing costs, as well as a cost per person or household served

• Timeline (Upload own attachment)
  o Proposals must show a funding timeline including anticipated milestones (dates) for the utilization of the funds, including disbursements and expenditures
  o DCD will prioritize projects that will make immediate impacts on Chester County residents
  o Programs/projects should be prepared to begin implementation immediately upon receipt of funds

Compliance and Reporting

Reports will be required in a form and timeframe to be determined. Reporting requirements will vary based on each specific program, and the impact as outlined in the proposal. Reporting requirements will be included in the contract documents. Please note that program data and reporting is required and must be entered into the CCCIMS; there will be no exceptions to this requirement.

DCD requires its recipients to affirmatively further fair housing, attend DCD sponsored fair housing trainings, and ensure that activities are accessible to all residents based on protected characteristics as defined by Title VI of the Civil Rights Act of 1964 and all related statutes, including: race, color, religion, national origin, gender, familial status, and disability.