



## Notice of Funding Availability (NOFA) Application Assistance and Outreach - Household Emergency Relief Program

### Overview

The City of Hyattsville has allocated \$1,000,000 of American Rescue Plan Act (ARPA) of 2021 funding for a Household Emergency Relief Program. Eligible households will receive up to \$2,500 per adult with an additional \$1,250 for each dependent child, not to exceed \$5,000 per household. The program is expected to launch in October 2022.

The City is seeking proposals from qualified 501(c)(3) organizations to provide community outreach services and application assistance services to targeted populations, including seniors, people with disabilities, non-English speakers, and low-to-moderate income individuals and households within Hyattsville. The City may select multiple organizations to assist with such services.

### Who May Submit a Proposal?

Organizations **must**:

- Be a 501(c)(3) non-profit organization with a final determination letter from the Internal Revenue Service.
- Have a successful track record of community outreach efforts and government application assistance services with a preference for organizations with experience reaching the targeted populations.
- Have experience working with or serving the Hyattsville community.
- Be in “Good Standing” with the State of Maryland through the Department of Assessments and Taxation.
- Be familiar with the United States Department of Treasury’s guidelines and requirements for the American Rescue Plan Act of 2021 (ARPA) - Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Program, including the Final Rule.
- Agree to comply with the Federal Office of Management and Budget’s (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (e.g., the “Uniform Guidance”).

### How Much Can I Apply For?

The City has allocated **\$100,000** for community outreach programs and application assistance services, with a **maximum of \$50,000 to any single organization.**

### **How Do I Submit a Proposal?**

Proposals are **due by 4:00 pm on Monday, September 26, 2022**. Late proposals will not be accepted. Submission of an incomplete or inaccurate proposal may result in rejection.

Proposals may be emailed to [ppaschall@hyattsville.org](mailto:ppaschall@hyattsville.org) or delivered to:

Attention: NOFA- Household Emergency Assistance Program Community Outreach  
Patrick Paschall, ARPA Program Manager  
4310 Gallatin Street  
Hyattsville, Maryland 20781

Each proposal must include:

- A cover letter that affirmatively certifies that the organization is in “Good Standing” with the Maryland Department of Assessments and Taxation, affirms that the organization is familiar with the various United States Department of Treasury requirements related to ARPA and CSLFRF, and agrees to comply with Federal OMB’s Uniform Guidance provisions.
- A clear, detailed description of the organization’s experience of community outreach efforts and government application assistance services with a preference for organizations with experience reaching the targeted populations.
- A description of their community outreach plans, including a detailed description of their specific efforts, events, methods, and/or programs to successfully reach the targeted populations. Such a description should include the organization’s plans for collecting and reporting performance indicators under the program (individuals and households served, events held, etc.). In addition, the proposal must include timelines for all program activities, starting with an October 1, 2022 implementation.
- A description of the organization’s experience in working with or serving Hyattsville.
- A detailed cost proposal with a breakdown of staffing levels, salaries and wages, fringe benefits, and operating expenses, as applicable.
- A copy of the organization’s final determination letter from the IRS.

If you have questions, please contact the City’s ARPA Program Manager, Patrick Paschall, at [ppaschall@hyattsville.org](mailto:ppaschall@hyattsville.org) or (301) 485-6924.

### **What Is the Proposal Review Process?**

A three-member committee will review the proposals under the guidance and direction of the City Treasurer. The City expects to complete a review of the applications within ten (10) business days after the deadline. The determination of the selected organization(s) shall be determined by the City in its sole judgement and is not appealable. Organizations will be notified, in writing, of the City’s decision regarding their proposal. The selected organization(s) will be required to execute a grant agreement with the City.