



**Notice of Funding Availability (NOFA)
Program Administration -
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 administer the program on the City's behalf in compliance with United States Treasury guidelines and regulations including the Final Rule, and other Federal rules and regulations. The City will select only one organization to administer the program.

Administering the Household Emergency Relief Program includes:

- Developing a paper- and web-based application form in English and Spanish consistent with the eligibility criteria set for by staff of the City of Hyattsville.
- Processing applications with multiple levels of internal review to ensure applicants comply with eligibility requirements and have all appropriate documentation.
- Collecting applicant data, copies of eligibility verification documents, and internal approvals for a comprehensive audit file on each applicant and providing these files to the City of Hyattsville on a monthly basis.
- Processing applications and making payments to households consistent with generally accepted accounting principles and maintaining accounting records on all expenses under the program.
- Providing monthly grant reports that include program updates, a summary of implementation efforts, a spreadsheet summary of all applicants and award results, program budgets, and audit files for all applicants.

The City of Hyattsville staff will be available to advise on appropriate documentation/determination of difficult or unique cases.

Who May Submit a Proposal?

Applicant 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 administering similar types of programs with a preference for organizations with experience using Federal funds.

- 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”).
- Agree to conduct a Single Audit for each fiscal year in which the organization spends \$750,000 or more in ARPA funds in compliance with subrecipient requirements under CSLFRF program rules, and provide the audit results to the City of Hyattsville.

How Much Can I Apply For?

The City has allocated a maximum of \$100,000 for the administration portion of the program, and \$1,000,000 in relief payments to households.

Each organization must fully justify their funding request by providing sufficient financial documentation, including a proposed budget with a detailed breakdown of staffing levels, salaries and wages, fringe benefits, and operating expenses, as applicable.

The organization should also clearly describe their anticipated process for administering the program from application intake to application review and verification, and payments to households. Such a description should include the organization’s internal review and approval hierarchy of the program.

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 or delivered to:

Attention: NOFA- Household Emergency Assistance Program Administration
 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 description of the organization's plan and approach to developing and administering the program, including a proposed timeline of activities (starting with a grant award and agreement in-place and signed by October 1, 2022), and a summary of the steps you will take to develop an application portal and applicant tracking system for the Household Emergency Relief Program.
- A clear, detailed description of the organization's experience in administering similar programs, especially with Federal grants.
- 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 or (301) 485-6924.

What Is the Proposal Review Process?

The City will review the proposals by a committee of three staff members 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 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 will be required to execute a grant agreement with the City.