CCCF COVID-19 Rapid Response Mini-Grants
Per IRS Regulations, applicants must be charitable, tax exempt organizations with 501(c) (3) certification & cannot be individuals.

Background/Eligibility
The Community Foundation’s COVID-19 Rapid Response Fund provides flexible resources to Chester County nonprofits that are disproportionately impacted by coronavirus and the economic consequences of this outbreak. This is designed as a flexible short-term response fund to provide relief for a variety of unexpected costs. We envision three funding priority levels:

- **Front Line Grants** fund community-based nonprofits that have increased demand for services due to COVID-19. These nonprofits have deep roots in community and a strong track-record serving people who are immediately and disproportionately suffering from this crisis. This includes services to financially vulnerable people who work in industries without sick leave &/or health care; homeless people; and health-challenged vulnerable people. Grants are intended to complement the work of public health officials and expand local capacity to address acute needs of the outbreak as efficiently as possible. These grants are NOT of the scale to support larger public institutions that are strained by increased demand for services. Examples of the types of nonprofits in most need of Front Line Grant Support, as service numbers rise: community-based health clinics; food bank & food pantries; meal delivery programs; homelessness programs.

- **Service-Challenged Grants** fund nonprofits that are modifying their in-person service delivery modes extremely rapidly due to COVID-19, and need assistance to do so. These nonprofits likely need additional assistance to upgrade sanitation protocols and obtain cleaning supplies & service personnel. This includes: youth centers, recreation centers, child care, senior services, adult day care, community-based education programs.

- **Collateral Damage Grants** fund nonprofits facing extreme difficulty because of lost revenue due to closures and cancellations, as well as other challenges.
Date: April 1, 2020

Contact Information
Organization Name: Keystone Service Systems, DBA Keystone Human Services
CEO Name: Charles J. Hooker III; Acting Regional Director: Kirk Mixell
HQ Address: 4391 Sturbridge Drive, Harrisburg, PA 17110
Local Address: 352 Marshallton Thorndale Rd, Downingtown, PA 19335
CEO E-mail: chooker@keystonehumanservices.org; Acting Regional Director: kmixell@KeystoneHumanServices.org
Phone: 717-232-7509; Downingtown: (484) 694-5456
Website: https://www.keystonehumanservices.org
Primary Contact Name: Valerie Whyman
FEIN: 23-1915567
Primary Contact E-mail: vwhyman@keystonehumanservices.org
Board Chair Name: Allan Ausman

In a few brief paragraphs, please explain:


2. What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?

Keystone Human Services provides care and support to individuals with intellectual disabilities in nine dedicated neighborhood homes in Chester County. The services provided vary according to the need, but for everyone served, those needs have increased. This is due to the fact that day programs have closed. Routine and stability - which is so important to creating a sense of well-being and security - has evaporated due to the constraints of COVID-19.

As a life-sustaining organization, the direct-care providers of Keystone Human Services cannot work from home. The main expense that must be met is salaries: many employees cannot come to work because of child care or because they have to self-quarantine due to community exposures. The work force has shrunk and the impact on the organization is the need to pay a high percentage of overtime hours. Additionally, in order to limit exposure to people in our services, Keystone Human Services is moving to longer shifts and/or live-in approaches. In such cases an employee would be paid 40 hours of straight pay and then 128 hours of overtime.

We are also planning to make specials payments to our staff in recognition of their service and the risk they are taking. Another expense is additional supplies of sanitizing products and medical equipment such as gloves, masks and digital thermometers. We are purchasing everything we can in order to try to protect our staff from exposure in one of the most COVID-19-affected counties in Pennsylvania.

Keystone Human Services absolutely must continue to provide these services and protect the health and well-being of some of society’s most vulnerable individuals, as well as that of the staff who provide the services. With Chester County currently being the tenth hardest-hit counties, Keystone Human Services is striving to keep staff and individuals in our care from adding to the grim picture. An explanation of the costs faced and response follows:

SALARY COSTS:
- Keystone Human Services needs to fund the cost of keeping staff home with individuals during the day due to the fact that day services for intellectual disabilities are currently closed.
- There are additional personnel costs incurred in delivering items to homes.
• Overtime costs are associated with emergency preparedness for coverage purposes. With many in the workforce having to stay home due to the closure of the public schools statewide, this has meant that staff without children are needed to cover additional shifts, and are paid overtime to do so.
• In the worst potential case, where a staff member may need to work in a home with an active COVID-19 case, the potential exists to have to increase their salary in order to support such a scenario.

SUPPLIES:
• The cost of bulk supplies (medical gloves and masks, cleaning products, paper products and food) has increased when prices for these items has increased and availability has significantly decreased.
• We have needed to increase orders of specialty items that we would not normally have, such as digital forehead thermometers verses oral ones.
• There are increased costs associated with shipping and having supplies ready curbside/available for delivery.
• We have needed to invest in emergency preparedness planning – purchasing of blow up mattresses, pillows and linens in case staff have to sleep over in the program.

SALARY COSTS:
• Overtime costs associated with emergency preparedness for coverage purposes. With many in the workforce having to stay home due to the closure of the public schools statewide, this has taxed staff without children to pick up additional overtime shifts.

OTHER ITEMS:
• Expanded telecommunications comes with costs – added zoom lines, set ups for administrative staff to work remotely, technical support for transferring of phone lines, etc.
• Increased frequency and scope of cleaning service in administrative offices.

We have attempted to procure in-kind donations of sanitary supplies, but as they are a high-demand item, we have not been successful so far, though we continue to ask for help from suppliers.

About Keystone Human Services: KHS provides care, resources and support to individuals with intellectual disabilities, mental health conditions and autism in dozens of counties in Pennsylvania; and also in New Jersey, Connecticut and Delaware. Our care is primarily provided in neighborhood residential homes. KHS was founded in 1972 as an organization dedicated to ending the institutionalization of individuals, originally in Harrisburg, but has since expanded to serve thousands of individuals every year.

Footnote: Other highly-affected counties in which KHS operate homes are in Allegheny, Berks, Delaware, Lehigh, Luzerne and Montgomery. A grant to assist with costs dedicated to Chester County would be extremely helpful.

3. How much funding is sought? How does this compare to your annual operating budget? What will the funding be used for? What is the expected timeframe for use of funds?

A grant of $5,000 designated for additional assistance to upgrade sanitation protocols, obtain cleaning supplies and pay for extremely-increased personnel costs would be helpful. The annual operating budget for the homes in Chester County is $563,006, and for the entire South Eastern PA region, including the highest COVID-19-impacted counties the operating budget is $10,697,117. The only source of additional funds to cover unanticipated, additional expenses is through donations and grants. We would deeply appreciate the support of Chester County Community Foundation.

Thank you for the immediate and compassionate response to this national emergency.
Please email grants@chescocf.org

____ This Brief COVID-19 Rapid Response Mini-Grant Letter of Request
____ Copy of annual operating budget or most recent audit
____ 501c3 determination letter

Request letters will be posted on the Community Foundation’s website, in order to share with fund advisors, donors, grant panelists, and other funding sources.
Grants will be processed a few times monthly.
We estimate mini-grants will range from $500 to $5000.

Please direct general questions & inquiries about the Rapid Response Mini-Grants to grants@chescocf.org.
Beth, Steph, Cierra or Kevin will answer you.