

**Greater Hill District Neighborhood  
Reinvestment Fund**

**Workforce Development Initiatives Grant  
Program Guidelines**

**I. Program Objective**

The Workforce Development Initiatives Program (the “Program”), funded with proceeds from the Greater Hill District Neighborhood Reinvestment Fund (“GHDNRF”), administered by the Urban Redevelopment Authority of Pittsburgh (“URA”) and developed in cooperation with the GHDNRF Advisory Board, seeks to support programs, projects, and activities that further the efforts of residents of the Greater Hill District to access economic opportunity and prevent displacement. The program aims to provide grant support for initiatives that prepare individuals for sustainable employment through training, education, and job placement services. This includes those employment opportunities in constructions and trades created by the redevelopment of the Lower Hill District as well as employment opportunities related to existing and emerging industries in the region such as healthcare, robotics, advanced and additive manufacturing, artificial intelligence, machine learning, cloud computing, software and cybersecurity engineers, amongst others. These funds are restricted to those services and programs that aid workers and job seekers that live in the Greater Hill District.

**II. Grant Amounts**

Program grants will be awarded through the GHDNRF in amounts up to \$30,000 in total. Requests for grant funds must be supported by complete and accurate proof of spending that evidences costs, which includes, but is not limited to, paid invoices, canceled checks (front and back), and bank statements. The URA may, at its discretion, authorize grant funds, or a portion thereof, to be advanced to each grantee. For projects whose costs exceed the Program grant, the URA may require evidence that the other project funding has been secured.

**III. Fees**

[To be determined.]

#### **IV. Approval Process**

All grant applications must be submitted to Kirk Holbrook, GHDNRF Project Manager, by email at [ghdnrf@ura.org](mailto:ghdnrf@ura.org) or delivered to the URA's offices at 412 Boulevard of the Allies, Suite 901, Pittsburgh, PA 15219. All applications will be reviewed by the GHDNRF Project Manager who will then make recommendations to the GHDNRF Advisory Board. The GHDNRF Advisory Board will then select those projects to be recommended to receive final approval by the URA's Board of Directors. The URA, at its discretion, may conduct further review of applications or request additional materials from the applicant prior to submission for approval by the URA's Board of Directors.

Following approval by the URA Board of Directors, the awarded grantee shall enter into a grant agreement with the URA, setting forth the terms and conditions of the Program grant award.

#### **V. Use of Funding**

The program is intended to support and expand existing programs and/or support new, future-forward initiatives that will connect Greater Hill District residents with emerging opportunities in the region.

#### **Eligible Beneficiaries**

This grant is intended to support initiatives that serve:

- **Youth and young adults aged 16-24** who are:
  - Out of school and unemployed
  - Returning citizens or justice involved
  - Experiencing homelessness or housing instability
- **Adults aged 25 and older** who are:
  - Unemployed or underemployed
  - Returning citizens or justice involved
  - Lacking a high school diploma or equivalent
  - Lacking a post-secondary or bachelor's degree
  - Seeking career changes due to displacement or changes in the labor market

- **Older Workers (55+)** seeking reentry or skill upgrades

### **Eligible Activities**

- Workforce training and credentialing programs
- Paid internships, pre-apprenticeships, or on-the-job training
- Career readiness and soft skills development
- Job placement and retention services
- Wraparound supports (e.g., transportation, childcare, stipends)
- Employer partnerships and sector-based training models

Programs must demonstrate alignment with workforce development initiatives as outlined in the Community Collaboration and Implementation Plan and employment and professional development opportunities as outlined in the Greater Hill District Master Plan.

### **Ineligible Activities**

- Supporting overhead costs, such as rent, utilities, and insurance
- Supporting staff salaries of partnering organizations
- Providing building repairs or maintenance

### **Eligible Grantees**

- Non-profit organizations classified as tax-exempt under section 501(c)(3) of the Internal Revenue Code that serve residents of the Greater Hill District
- Workforce intermediaries

Grassroots or emerging organizations are welcome to apply with community partners, public agencies, educational institutions, and labor organizations as fiscal sponsors.

### **Ineligible Grantees**

- Individuals, for-profit organizations, and non-profit organizations that do not serve residents from the Greater Hill District.
- Public agencies, educational institutions, and labor organizations are ineligible as lead applicants but are encouraged to partner with eligible grantees that serve residents of the Greater Hill District.

## **VII. Other Requirements**

If awarded, the grant recipient agrees to the following:

- **Impact reporting:** The grantee shall track outcomes related to grant goals, communicate stories of impact, and provide recurring program updates.
- **Photo and Media release:** The grantee agrees to the capturing and promotion of photos, testimonials, news articles, and social media posts related to the project.
- **Budget narrative:** The grantee shall track budget expenditures and provide reports as part of recurring program updates and at the conclusion of the project.

## **VIII. Grant Closing**

Following approval by the URA Board of Directors, the awarded grantee shall enter into a grant agreement with the URA, setting forth the terms and conditions of the Program grant award.

## **IX. Insurance Requirements**

All applicants are required to demonstrate up-to-date comprehensive general liability insurance and workers compensation insurance in amounts acceptable to the URA. Prior to the award of grant funding, the applicant must provide a Certificate of Insurance naming the URA as additional insured on its general liability policy.

## **X. Compliance With Laws**

All applicants shall comply with all applicable laws, ordinances, and regulations with respect to activities funded by the GHDNRF.

## **XI. Waiver of Guidelines**

The URA reserves the right to waive these guidelines by recommendation of the URA Executive Director.

## **XII. Non-Discrimination Certification**

The URA abides by all applicable laws and regulations regarding nondiscrimination and refrains from discriminating on the basis of age, race, color, religious creed, ancestry, national origin, sex, sexual orientation, gender identity, gender expression, political or union affiliation, and/or disability. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of any of the above factors under the loan and grant programs operated by the URA. Further, all applicants must comply with the applicable sections of the Pittsburgh Code: Title Six – Conduct, Article V – Discrimination, and any amendments thereto.

## **XIII. Grant Administration**

The URA will charge an administration fee to the GHDNRF for Staff time spent administering these programs, pursuant to the GHDNRF Policies and Procedures.

To learn more about the Development Program Initiatives, please contact Kirk Holbrook, Project Management Consultant of Greater Hill District Neighborhood Reinvestment Fund, at [ghdnrf@ura.org](mailto:ghdnrf@ura.org) or at 412-255-6670.

Applications can be found on the URA's website at [www.ura.org](http://www.ura.org).