



Allegheny County Department of Children Initiatives

RFP Response Form

RFP for Out-of-School Time Capacity Building

PROPOSER INFORMATION

Proposer Name: Open Up Association

Authorized Representative Name & Title: Marissa Vogel, Executive Director

Address: 3711 Butler St. Pittsburgh, PA 15201

Telephone: 412-628-1312

Email: mvogel@openuppittsburgh.com

Website: www.openuppittsburgh.com

Legal Status: For-Profit Corp. Nonprofit Corp. Sole Proprietor Partnership
 Local Education Agency (LEA)

Date Incorporated: 2/7/2019

Partners included in this Proposal: n/a

How did you hear about this RFP? *Please be specific.* This proposal was shared with Open Up through our community relationship with Center of Life as well as participation in APOST. Marissa Vogel, Executive Director of Open Up, serves on the APOST Quality Campaign Advisory Committee along with Meg Mszyco and Cornelius Martin of Center of Life.

Does your organization have a telecommunications device to accommodate individuals who are deaf or hard of hearing? Yes No

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Marissa Vogel	4126281312	mvogel@openuppittsburgh.com
Contract Processing Contact	Marissa Vogel	4126281312	mvogel@openuppittsburgh.com
Chief Information Officer	Megan Sicheri		msicheri@openuppittsburgh.com
Chief Financial Officer	MaryJo Needham		maryjo@riversidesalesgroup.com

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MPER Contact*	Marissa Vogel	4126281312	mvogel@openuppittsburgh.com
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* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

BOARD INFORMATION

Provide a list of your board members as an attachment or in the space below.

Attached

Board Chairperson Name & Title: Tessa Karel

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: tkarel@openuppittsburgh.com

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. Please do not use employees of the Allegheny County Department of Human Services as references.

Marissa Gallagher

Director of Student Services - Baldwin Whitehall School District
mgallagher@bwschools.net | [REDACTED]

Dori Cameron Ortman

Parent of person with a disability | [REDACTED] | [REDACTED]

Dr. Rachel Robertson

University of Pittsburgh School of Education | rachelr@pitt.edu | 412-648-3137

PROPOSAL INFORMATION

Date Submitted Mar 1, 2022

Amount Requested: \$149,200

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

- ✓ I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.
- ✓ By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

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Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Partner commitment letters, if applicable
- MWDBE and VOSB documents
- Allegheny County Vendor Creation Form
- Audited financial reports or other financial documentation for the last three years
- W-9
- Completed budget template

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 110 points. Your response to the following section should not exceed 12 pages. (Pages 1-3 are not included in the page count).

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Organizational Experience (15 points possible)

1. Describe your organizational experience providing OST programs or programming that works with children and families.

Open Up teaches mindfulness tools through movement and art practices that center people living with disabilities. Through inclusive, engaging, enjoyable activities such as yoga, strength training, and theater games, participants explore tools to help navigate social settings. Our Program is designed to encourage the development of joy, interconnectivity, and deeper self-understanding. We have provided Open Schools (accessible yoga in schools) programming since 2014. Open Schools consist of weekly and monthly sessions where individuals with disabilities, families, caregivers, support staff, and educators practice meditation, breathing, and pose study as a means of building self-awareness and self-control. We also have held standalone group theater game events or regularly meeting theater game sessions that provide opportunities for creativity, self expression and team building, and opportunities to hone in on refined social-skills building. We have offered Programs in Pittsburgh Public Schools including Woolslair, Brashear, Arsenal, Pioneer, and Beechwood as well as all schools in the Baldwin Whitehall School District and approved private schools or charter schools such as Environmental Charter School, Friendship Academy, Watson Institute, Sunrise Charter School, and Spectrum Charter School.

Open Up serves a wide range of individuals from pre-K through adult, including transition age, and our teachers make accommodations for special needs based on the individual's range of mobility, varying levels of receptivity, and varying levels of thresholds for anxiety. Our Program stands out because classes are tailored with participant feedback in mind and in partnership with the schools and service providers. Open Up instructors actively seek to determine whether or not classes result in consumer satisfaction, and beyond that, do the classes provide life enriching results- i.e. do they help the participant "open up?"

Practicing radical hospitality and welcoming requires ongoing curiosity and willingness to adapt. We seek to create spaces for individuals who are experiencing unprecedented isolation and fear to come together. Our team asks how we best support children living with disabilities as they experience continued breaks in structure, routine, and peer connection? We consider what teachers, caregivers, and parents need to stay healthy mentally and show up to support their loved ones with special needs while honoring their own needs amidst turmoil.

While acknowledging the changes and challenges that schools face amid the pandemic, we consider our sustained relationships with districts to be a testament to Open Up's impact. Over the past four years, the demand for our Open Schools Program has gained momentum and we have expanded to offer virtual curriculum while growing our school-client roster.

2. Describe your organizational experience working in high-need communities, especially the community(ies) you are proposing to serve.

Our organization was founded as a way to address the fact that people living with disabilities and mental health conditions do not feel comfortable in traditional health and wellness spaces. Not only that, those identifying as living with a disability or mental health condition are likely to have experienced and suffer effects of trauma.

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Life-enhancing, inclusive opportunities in shared community spaces increase the overall quality of life for those identifying as disabled, friends, families, caregivers, and allies in Allegheny County and beyond. Programming considerations prioritize the questions of “Who is being left out?” and “How can we work to bring people together?” Open Up’s goal is to center people with disabilities in our offerings of arts and wellness activities. We have an ongoing organizational commitment to understanding the intersection of disability and race and how we can use our privilege to further educate and dismantle society’s existing oppressive systems. Our Program creators have ongoing education quarterly to learn about the intersection of disability and race. These intersections are explored with monthly public-facing conversations through our Open Spaces programming. Our Equity Review Board is working to embed mindful reflection protocols for checking unconscious bias as a practice across our systems. As an organization, we aim to be part of an ongoing dialogue for creating innovative models for diversity and inclusivity. We believe that steps toward a more equitable society include prioritizing the needs, desires and perspectives of people commonly left behind, while fostering an environment that is welcoming to everyone. Connectivity across differences can create agency for change and be empowering for all involved.

The work of Open Up is important and timely in such a tumultuous and changing world. Oftentimes, those who are most impacted by changes in society are those who are least likely to have safe and consistent spaces to understand how these shifts might threaten or enhance their lives. Not only is Open Up willing to be a model of growth-oriented and nonjudgmental learning, but we are willing to be transparent in how to move out of our comfort zones within education, health, and wellness spaces. Access is a practice. We are doing the best we can. We will inevitably not get it right all the time. We are here to share what we have learned and encourage others to do the same.

Program Design (70 points possible)

3. Provide an overall description of your proposed Program and how it meets DCI’s goals, including:

- Describe how you are opening new quality OST slots (certified child care or community based) in a community that lacks them. Please include the proposed number of new slots.
- Describe how you will provide a consistent Program schedule that meets the needs of families in your selected community, including the hours and days of operation.
- Describe how you will provide children with a safe space to spend time and the physical location you intend to use.
- Describe how you will create opportunities for children to engage in enriching activities and what participants will gain from engaging in your program.
- Describe how your Program serves historically underrepresented populations.

Current Open Up programming that serves children ages 5-12 takes place in classroom settings during the school day or is community based, taking place at our ADA-accessible Lawrenceville studio location with parent or caregiver support. With funding support from DCI our organization will be able to expand capacity to offer 12 quality in-studio OST Program slots to children living with disabilities.

In order to expand the Program beyond the school day on a schedule that meets the needs of children and families in the disability community, our organization will need to dedicate capacity

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towards surveying the individuals that comprise these communities. There is not currently a standardized model for OST that centers students living with disabilities and this is perhaps due to the fact that many providers are not specialized in offering inclusive programming or services. We will need to consider transportation barriers, medical needs, personal aides, behavioral plans, schedules for external support providers such as OT, PT, speech, etc.

As Open Up is familiar with the demand of these whole-person needs as well as practiced in tailoring programming to meet the unique needs of diverse populations, we are confident that a consistent Program schedule could be developed by the fall of 2022. By the end of this 1 year grant term, our team aims for hours of operation from 3pm through 6pm, three days a week, depending on community needs.

Open Up's Program is designed to encourage the development of joy, interconnectivity, and deeper self-understanding. As a service organization, our purpose is to teach diverse communities of individuals to build a better sense of self, but our teachers also embrace mindful practices as a means to collectively navigate stress and trauma. Tailoring experiences to meet individual physical, mental, and behavioral support needs while maintaining a team/group/community atmosphere is a key part of Open Up's facilitation model. Our offerings consist of sessions where individuals practice meditation, breathing, and physical movement as a means of building self-awareness and self-control as well as group theater game events that provide opportunities for creativity, self-expression and team building, and regularly meeting theater sessions that hone in on refined social-skills building. We have held accessible art workshops, dance classes, and music making workshops and we would love to build these offerings and include them in our afterschool enrichment offerings.

We believe that in order to center equity and accessibility in arts and wellness spaces, disability service providers must act as models for change. It has only been in recent years since the implementation of ADA, that public spaces have been required to consider ways to lower barriers of physical access to community spaces. The persisting pandemic highlighted that remote Program providers must work to create accessible, inclusive spaces that acknowledge and implement technological, cultural, environmental, and behavioral accommodations. As we return to in-person functions it is essential to model a radical hospitality that welcomes and supports the unique needs of individual humans that gather together in community.

Those living with disabilities, psychiatric needs, and behavioral conditions often experience difficulties in regulating appropriate social, emotional, and communication behaviors. Open Up understands that if a wellness studio is set up to be radically welcoming, people will feel at ease and have the valuable opportunity to drop into their own experience.

When cognitive and talk therapies lack progression, Open Up innovates best practice models through integrated mind-body techniques to connect healing and wellness. We aim to help people learn more about themselves in a holistic way alongside a supportive community. Through grounding and somatic techniques found in our yoga, improv, and mindfulness models, our organization commits to providing equitable, safe, and accessible practices as a collective.

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Open Up programming provides participants of all ages with opportunities to explore their potential to increase their overall wellbeing. These Programs provide participants with the opportunity to mindfully explore and playfully share their unique identity and connect with others. Safe spaces to practice collective joy and self-celebration should be accessible to all. If a person does not see others like themselves in a space, they may not feel safe there. They may not feel like they belong. This is why we consider and incorporate participant feedback in all of our planning. We employ and train teachers and mentors that identify as living with disabilities and mental health conditions, format our marketing materials in consistency with ADA and FCC guidelines, recruit Program participants through community partners that model equity and adapt programming based on community and participant needs. Due to expressed interest, we support some of our transition age (16-23) Program participants in taking on a leadership role within our organization and, in turn, our communities. These roles involve Executive Board membership and Program facilitation. We do this because our organization believes that it is essential for us to collaborate with the broader community and to model the practices we teach.

4. How will your program ensure children of all abilities are served, including English language learners and children with IEPs?

Open Up is truly equitable because of its programming, which is designed by experts and academic researchers in the fields of group exercise, theater, and special education. Our staff, teachers, and board are trained in partnership with the Pennsylvania Office of Vocational Rehabilitation (PA OVR) to gain perspective and knowledge of best practices in working with and serving individuals living with various disabilities and aligning with IEP objectives. In addition to their individual expertise in yoga, strength training, and wellness, Open Up teachers undergo professional training to explore improvisational theater games as a way to collect environmental data to get to know the physical and emotional climate of each unique classroom and then tailor curriculum accordingly. As a collective, our leadership reflects the interests of the overall wellbeing of the people we support. Our leadership is made up of people who have experience as professional educators with expertise in K-12 special education, Diversity, Inclusion and Belonging Specialists, self-advocates, Yoga Alliance and accredited restorative yoga educators, marketing strategists, and professional development leaders.

Programming is developed with sustainability in mind and informed with ongoing education in best practices for individuals with disabilities. Multiple strategies of instruction are utilized when needed such as modeling, repetition, and multi-modal presentations. Whether or not a Program is successful in meeting client satisfaction is determined through qualitative and quantitative means. Surveys for data in pre-programming, ongoing teacher feedback, open system of communication, and post-Program data help inform the design of templates for these classes.

5. How will you prevent suspensions and expulsions of children from your Program and ensure enrolled children maintain Program access?

In order to prevent suspensions and expulsions of children from our Program and to ensure that enrolled children maintain Program access, Open Up will engage with educational support staff and families to understand IEP and Behavior Plan protocol. Our staff will be trained on best practices in behavior intervention. There will be a clear safety and communication plan in place for children as well as staff. These materials will be adapted from current documents as part of our capacity building initiatives. Current documents for safety, discipline, and communication

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have been drafted through a collaborative effort by Open Up staff and Executive Board members that have training and experience in implementing such policies through affiliation with the Bureau of Special Education (BSE) and the Pennsylvania Department of Education (PDE).

We currently take a team approach to supporting our community members, but we hope with capacity building to embed systems similar to multi-tiered systems of support in schools that can help us bring a team mentality to collecting and analyzing data and making decisions about how we can best meet the unique needs of our participants. In order to ensure Program access, this capacity building support would allow us to:

- produce screening and intake surveys to make sure we have a clear understanding of medication needs, toileting needs, history of aggressive behavior, etc.
- consider if we might have the same group of children daily
- recruit highly trained and highly qualified facilitators to ensure safety when we no longer have the in-school supports of caregivers or PCAs or school administration
- develop sustainable ways to offer competitive pay rates in order to maintain highly effective, consistent staff
- advocate for OST to be included in IEP development

In order to lower barriers to Program access, these staff and management policies are essential. We acknowledge that these may be out of the typical scope of response to this question, but these points must be prioritized in order to create a safe and inclusive environment.

6. Describe the community(ies) in which you intend to locate your OST Program. Why did you select those community(ies)? How will you tailor your Program to respond to the unique needs of the community(ies) you are serving?

During this capacity building process, our intention is to offer our OST Program in the Lawrenceville neighborhood of the City of Pittsburgh. We have selected this location because Open Up has operated out of an ADA-accessible community studio (located on multiple public transit routes) for nearly two years. Current Program participants, community partners, and staff have provided input on the design and development of this space in order to provide the most welcoming experience possible.

Although we will be focusing on applying this funding toward new and expanding OST services that occur outside of traditional school hours, we must ground this development in current relationships with and experiences in Programs that occur during the school day. Students with disabilities often require support beyond what traditional OST Programs can provide and Open Schools has been able to meet those requirements for the past 8 years by “popping up” in special education classrooms during the school day.

7. Describe why you think families will want to enroll their children in your Program.

Following the advent of the Covid-19 pandemic, the need for programming that explicitly teaches tools for self-regulation, and ways to create mindful communities are needed more than ever, but for many, schools and family life are not given the space to prioritize these needs. In schools, the pressures for overtaxed educators and staff to help students “catch up” on lapsed academic lessons while addressing inequities that were only exacerbated by Covid-19, results in

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practices that approach meeting the needs of most children, but certainly not all children. This leaves students who do not fit into typical models for success at the wayside. These students may struggle to experience a feeling of belonging as well as opportunities to truly learn based on their own strengths and assets. We believe that many families feel the results of this- their children are lonely and deserve to feel in community with others. Under work demands and the demands of providing for basic necessities, families may not know where to turn. We believe that for some, the need is high for an OST Program that explicitly seeks to actively foster equitable well-being and community.

All of our offerings are designed with the intention to meet individuals where they are and offer opportunities for them to increase their capacity to understand themselves- their own feelings, their own needs and desires and to be mindful about the choices they make and how this affects their own well-being along with the well-being of others. Participants will practice mindfulness through movement and art opportunities alongside others; they will have the opportunity to embody what it means to be themselves in the comfort of a community that actively practices and prioritizes inclusion.

8. Describe how you will market the Program and how you will create or strength formal paths to equitable enrollment.

With support from this DCI OST Capacity Building Grant, our organization intends to create management positions focused on business compliance and communications. These new positions will work with Open Up staff, Executive Board, and community stakeholders in developing program marketing and enrollment strategies. Our virtual website and social media presence will act as a space for those in the market to become familiar with Open Up's Program.

We will not be discriminatory and only accept individuals with disabilities, but we intend to target advertising through inclusive community organizations such as Best Buddies, Special Olympics, and Achieva. We hope to send applications home to participants of existing special needs programs in Lawrenceville-vicinity schools. Our marketing, communications, and advertising will be forward about our inclusive model that centers people with disabilities and will accept all family members (of the appropriate age) of people with disabilities in order to help promote an inclusive, diverse environment. Should the need arise, we will be clear that we have a lottery for all applicants.

We commit to engaging in "radical hospitality" and intend to be explicit about what we are willing to do in order to provide equitable OST Program opportunities such as hiring 1:1 support personnel when needed, contracting an interpreter, purchasing communication equipment, etc.

9. Describe how you will staff your Program and the strategies you will use to recruit, hire and retain racially diverse staff, staff with relevant lived experience, and staff that reflect the population served.

Open Up is proud to have current operational and management level employees that are racially diverse, with lived experience in intersections including disability and reflective of the community we serve. Efforts to recruit, hire, and retain Program staff will be collaboratively designed by and with these organizational stakeholders at all times.

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In all job advertisements and systems for hiring we will be transparent in our commitment to hiring people with the lived experiences of the people who we serve. In creating job descriptions, we will list community and board reviewed priorities including:

- alignment with our equity and diversity mission
- demographics of members of our community (People who see themselves in a space are more likely to want to be in the space.)
- accessible communication including infographics, ADA compliant design, and clear language

We hope to recruit from local and regional high schools, colleges, and education centers as well as through equity-centered job fairs. At these events, Open Up stakeholders will share recruitment materials, answer questions, and direct potential recruits to our virtual studio. The communications in our virtual and social spaces will provide clear instructions on how interested recruits can apply for open positions.

Open Up values the trainings in best practices that are offered through the PA Office of Vocational Rehabilitation as well as the Office for Developmental Programming and through the AIU, we will continue to include these in our hiring processes. We also believe that the skills required for many of our positions are teachable. Teaching mindfulness programming, be it movement, yoga, visual art, music, theater and the skills for tailoring program to meet the diverse needs of diverse learners can be learned through quality staff training and ongoing development, as well as through mentorship and growth and goal-setting opportunities built into all of Open Up's programming. We know we cannot guarantee that our staff can carry out the values of our mission if they do not already exhibit a belief in it through their lived experiences. We will seek to hire people who have demonstrated these values. In addition, members of the Equity Review Board must approve of new hires.

Although we have not experienced great turnover with over 85% of our staff and program participants remaining part of our community for 3 years or more, our organization looks forward to this capacity building award so that we can grow our practices in retaining staff. We hope to consistently provide team and relationship building activities to all staff including paid, volunteer, and interns on a quarterly or more frequent basis. We look forward to offering more staff lunches, team and community meetings, and staff outings or retreats.

10. How will any identified challenges be addressed, including low program enrollment or attendance, transportation challenges, or other issues impacting program access?

Currently our practices are rooted in practicing "radical hospitality" wherein we seek feedback from participants and then do what we can to meet their needs. In practice, this requires our organization to embed radical hospitality measures into our budgeting across all programs. Be it accessible pricing structures, transportation costs, budgeting for personal care personnel or individuals who aid in communication for our participants, we have to be willing to know that true accessibility may cost us more and be willing to spend what is needed to meet the varying needs of our participants.

With capacity building funds we seek to develop systems within Open Up to ensure we maintain a team approach to solving problems and adjusting our approach based on what the individual needs to feel satisfaction and be able to consistently participate in our community. We feel many

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identified challenges can be addressed in setting up excellent preventative measures, not unlike multi-tiered systems of support that exist within public schools. We hope to embed systems for collecting information periodically, and to collect data and feedback through regular touchpoints so we can analyze whether or not we are doing what we can to meet our community needs. These systems allow for a team approach to consistently meet to identify challenges and address the challenges.

Through the creation of the role of a communications manager, we hope to build solid relationships with our neighbors so they will have the lived experience of building trust in knowing who we are. In doing so, we hope to learn how we can adjust programming and be of service to their community. It is our belief that through building intentional connections we will be better positioned to be able to accept new participants and meet their accommodation needs quickly should open spots in our program arise.

Quality and KPIs (10 points possible)

11. If you are a certified child care OST program, provide your STAR level designation and describe your progress towards raising or maintaining this level. If you are an uncertified program, please provide a description of how your program efforts will align as an APOST Quality Campaign member or other nationally recognized quality improvement tool.

Open Up is an APOST Quality Campaign member and our Executive Director, Marissa Vogel, has sat on the Quality Campaign Review Committee since 2020. Our organization's intention as a recipient of this DCI funding is to create new positions for a Business and Compliance Manager, Communications Manager, and Safety and Health Manager so that we can gather data and implement improvements that are rooted in APOST-aligned indicators while ensuring that our strengths are sustainable and supported.

We are growing strong in objectives including:

Structure and Management

- Providing on-going professional development opportunities including workshops, conferences, etc. to all staff to address the unique characteristics of youth and families.

Positive Connections

- Having staff that respect and communicate with one another and youth; and are role models of cooperation, behavior, conflict resolution, and positive adult relationships.
- Staff provides partners and stakeholders with regular updates about program events, activities, and achievements in a variety of formats such as through a program website, newsletters, scheduled meetings, flyers, and/or via emails.
- Obtains input from stakeholders about program performance through a variety of ways such as parent/youth surveys, parent meetings, community advisory boards, focus groups
- Accesses resources within the community by seeking support from and building relationships with local businesses, universities, community leaders, and elected officials.

Safety and Health

- Requiring that all staff including volunteers and interns have approved Child Abuse Clearances, Criminal Records Checks, and FBI Clearances updated yearly.
- Offering youth participants the opportunity to engage in daily moderate- to- vigorous physical activity that is modeled by staff.

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Activities

- Addressing the academic, physical, social, and emotional needs of the participants by incorporating a variety of age- appropriate instructional strategies to help youth participants build skills.
- Offering structured, engaging experiences that address the physical, cognitive, social, emotional, and creative domains of youth development.

In order to best serve the community, we must dedicate effort and attention to improving:

Structure and Management

- Providing all staff including paid, volunteer and interns with an orientation that includes a review of the job description, personnel policies and policy standards.

Positive Connections

- Providing team and relationship building activities to all staff including paid, volunteer, and interns on a quarterly or more frequent basis. Examples include having staff lunches, team meetings, staff outings/retreats, etc.
- Clearly defined behavior policies and discipline procedures that are communicated to youth participants, their families, and staff through parent, staff, and youth handbooks, orientations, and/or meetings.
- Offering youth opportunities to engage in their community through service-learning and community service projects such as planting a community garden, neighborhood clean-ups, volunteering with the elderly, peer mentoring, etc.

Safety and Health

- Having youth participant files that include emergency contact information, medical release forms, allergy and health information.
- Having policies and procedures regarding the use and maintenance of the indoor/outdoor area facilities and for regularly checking safety repairs.

12. Outline the KPIs you would like to use to measure the success of your Program.

1. DCI Dictated KPI
 - a. Number of new slots created in communities by zip code
 - b. Number of new children enrolled by zip code
 - c. Number of new programming hours offered by zip code
 - d. Number of community partners engaged in enrollment efforts or programming
 - e. Detailed description of programming efforts during the quarter
2. Time of Program Offered
 - a. When was the new OST in-studio Program launched?
 - b. How many days per week is the Program offered?
 - c. What are the hours of operation?
3. Student Attendance
 - a. How many slots are available?
 - b. How many slots are filled?
 - c. How many students are on a waitlist and/or participated in a lottery?
 - d. How many students attended in the first 3 months of the new Program?
 - e. How many students attended with weekly consistency of 75% or more?
 - f. How many hours of the Program did enrolled students participate in, on average?
4. Number of Staff Positions Created

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- a. Did we recruit and on-board a Business Compliance Manager?
- b. Did we recruit and on-board a Communications Manager?
- c. How many Program facilitator positions were created?
- d. How many Program facilitators were hired?
- e. Were any additional positions created?
- f. How many volunteers were engaged to support the Program?

Financial Management, Budget and Timeline (15 points possible)

13. Using the budget template available on our website, provide a detailed one-year, line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Program. The budget template file attachment will not count toward page limits.

- Please provide the number of children you plan to serve both during the summer and during the school year.
- Please include any other funding sources that would contribute to the Program, including fees to families.

Our organization's plan to build capacity aims to launch the new OST in-studio Program in the fall of 2022. Although we would not be able to guarantee serving children in-studio during the summer of 2022, our organization has already and is positioned to continue offering Extended School Year (ESY) Programs to populations of students living with disabilities during normal ESY school hours. This funding would enable us to plan for providing summer programming in-studio beginning in 2023. Therefore, we plan to serve 12 students in 2022 and grow to 18 students in 2023.

Current funding sources include the Edith L. Trees Charitable Trust, Staunton Farms Foundation, Duquesne Light, corporate and individual donations. All Open Up Programs are pay-what-you-can, we do not require a standard fee for families or Program participants.

Participants will be given three tiered payment options to self-select upon enrollment:

(Tier 1) \$15 per hour:

Choose this option if you:

- have access to financial security
- own property
- have personal savings
- are able to pay for "wants"
- spend little time worried about securing necessities in your life

(Tier 2) \$15 per day of OST

Choose this option if you:

- struggle to conquer debt or build savings
- have access to steady income
- are not spending most of your time thinking about meeting basic needs such as food, shelter, medical care, child care

(Tier 3) \$15 per week of OST

Choose this option if you:

- struggle to maintain access to needs such as health care, housing, food, child care,

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- are living paycheck to paycheck
- are in significant debt, you probably belong here

(Tier 4) Full Scholarship Request

14. In the space below, provide a budget narrative that clearly explains and justifies all line items in your proposed line-item budget. Please also describe plans to sustain new Program slots beyond year one.

The proposed budget considers that this capacity building effort will set the stage for Open Up's successful development of in-studio OST Programs for the 2022-2023 school year and summer of 2023.

Our ADA accessible Lawrenceville studio rent is \$2100 per month and includes water, gas, and electricity utilities. This x 12 months leads to our Section III line item of \$25200. We hope to devote \$6000 towards a virtual studio and website library so that Program participants can engage with Open Up practices outside of the OST setting, in their everyday lives. These virtual platforms will also act as opportunities for organic marketing of the Program to families, youth, intrigued volunteers, funders, and potential staff.

In order to ensure that we are monitoring and reporting on KPI as well as providing quality Programs, it is essential that a Business Compliance Manager is recruited. The \$26,000 budget line-item for this position includes a \$25/hour compensation for a qualified individual to oversee these efforts at approximately 20 hours per week.

It is key that a Communications Manager position is realized so that the Program can appropriately engage with youth, families, the community, and Open Up operational staff. The \$26,000 budget line-item for this position includes a \$25/hour compensation for a qualified individual to oversee these efforts at approximately 20 hours per week.

With the addition of on-site OST Programs, there is a need for a Site Manager position to be created. This hire will be responsible for organizing participant files, policies, procedures, and maintenance schedules. The \$26,000 budget line-item for this position includes a \$25/hour compensation for a qualified individual to oversee these efforts at approximately 20 hours per week.

To reach vulnerable populations that may encounter barriers to Program access including past traumatic experiences, ADA compliant transportation options, personal aide availability, physical health limitations, or caregiver overload - it is necessary for Open Up to request \$8000 for accessibility accommodations. This investment will allow our staff and participants to engage with Program participants that may be isolated or homebound due to conditions of their disability, but still wanting to participate in Programs.

\$12000 towards yoga and exercise equipment will provide the Program a chance to purchase mats, soft weights, straps, sensory practice tools, foam blocks, etc. Safety and health will be at the forefront of our decision to buy sensory friendly, low impact, durable, and sanitizable tools for yoga, strength, and movement practice.

RFP for Out-of-School Time Capacity Building

As our Program will be serving students that are coming from a busy day and preparing to expend energy, it is necessary to provide nutritious snack options. \$8000 would afford Open Up food storage, signage to encourage healthy eating and hydration, and a processing space to prepare and clean for food service.

By realizing these budget line-items to intentionally grow Open Up's capacity, our organization will be able to sustain new Program slots beyond year one. We anticipate that the initial expense and efforts associated with organizing transportation, participant recruitment, communications, community partnerships, and facility management will lay groundwork for increasing our Program offerings.

16. Provide your timeline of how funding will be implemented and when new Program slots will begin.

Q2 2022 (April - June)

- Develop new position descriptions
- Consult with Executive Board to determine on-boarding process for new employees
- Recruit a diverse group of potential new position hires

Q3 2022 (July-September)

- Train and on-board new employees
- Survey needs of communities of children with disabilities that lack OST services
- Develop marketing and communications materials

Q4 2022 (October-December)

- Develop youth & family handbooks
- Implement systems for securely organizing participant information
- Recruit Program volunteers and Program support staff

Q1 2023 (January-March)

- Launch Program (new slots begin)
- Begin practices of collecting KPI and reporting data
- Apply for year 2 of DCI OST Capacity Building Funding

Q2 2023 (April-June)

- Survey community to determine successes and opportunities for improvement
- Plan summer and ESY Program
- Survey staff to determine successes and opportunities for improvement

DCI OST Capacity Building RFP Budget Proposal Template

Organization Name	Open Up Association
Contact Name (Full)	Marissa Vogel
Business Address	3711 Butler St.
Business Phone	4126281312
Business Email	info@openuppittsburgh.com

Item Category		
I. Personnel	Cost	Notes
Business and Compliance Manager	26000	Oversees Structure & Management
Communications Manager	26000	Facilitates Positive Connections
Site Manager	26000	Supervises Safety & Health
Total Personnel Costs	\$78,000.00	
II. Materials and Supplies	Cost	Notes
Accessibility Accommodations	8000	To reach vulnerable populations that may encounter barriers to Program access
Yoga and Exercise Equipment	12000	Mats, soft weights, straps, sensory practice tools, foam blocks, etc.
Nutrition Station Components	8000	Food storage, signage, processing space
Total Material Costs	\$28,000.00	
III. Facilities and Operations	Cost	Notes
Lawrenceville Studio	25200	monthly rent
Virtual Studio and Website Library	6000	Build out and maintenance plan development
Total Facilities Costs	\$31,200.00	
IV. Contracts and Services	Cost	Notes
Finance	6000	Accounting management, auditing consultation
Data	6000	CRM development
Total Services Costs	\$12,000.00	
Total Proposed Budget	\$149,200.00	

Dori Cameron Ortman
[REDACTED]
[REDACTED]

March 1, 2022

TO: Allegheny County Department of Children Initiatives

It is my pleasure to write to you in support of Open Up Pittsburgh's proposal for a grant to continue their work in providing opportunities to people with disabilities (PWD) and other marginalized populations. Open Up's inclusive programming provides a sense of community for individuals from all walks of life in a creative, nurturing, and empowering manner. Their programs not only build a sense of community for the participants, but also have a powerful, positive effect on participants' mental health, as oftentimes PWD can feel ostracized and/or relegated to "special" programs that take them OUT of the community. A grant award to Open Up Pittsburgh from DCI will allow them to even further enhance their work with the disability community and help PWD and their families feel a sense of belonging and acceptance. Connections and belonging naturally reflect the health of both the individual AND the community.

My relation to Open Up began when my daughter, Emily, began taking yoga classes there. Emily has diagnoses of Down syndrome and Selective Mutism. Emily has always been an active child and focused on fitness and health. She had been a cheerleader with our school district, as well as on a cheer travel team, for nearly 15 years when she graduated from high school and cheerleading ended for her. Cheerleading was Emily's life and when it was over, she just wasn't herself. She lost her spunk and spark. We noticed it at home, her support team noticed it outside of the home, and her doctor eventually confirmed it. She was in a state of depression. It broke my heart to see her like that...she didn't want to do anything or go anywhere and it was a very difficult time for our entire family. Her "typical" friends from school and cheer began heading off to college and she was deteriorating. Then, after a whole year of struggling with depression and feeling lost in what her future would hold, Emily found yoga through Open Up Pittsburgh. We saw that sparkle in her eye again. She had once again found something she became passionate about. Open Up helped her along every step of the way. Ultimately, Emily decided that she wanted to pursue a career as a yoga instructor. Open Up was once again there for her and she enrolled in their Teacher Training Cohort. Open Up, Emily's vocational training support team, and her Allegheny County supports coordinators initiated a unique collaboration towards helping Emily achieve her goals. This collaboration was the first of its kind in the area and has received commendation by the Allegheny Intermediate Unit with the hope that further collaborations will occur. Emily's life has dramatically improved and our family truly thanks Open Up Pittsburgh for helping that to happen and lifting Emily out of her depression. Not only has Emily become a part of the yoga community and the overall Open Up community, but I, too, have made friends with other mothers and caregivers and I feel a part of the community, as well. Our family is flourishing once again.

I believe that Open Up Pittsburgh is consistent with the mission of Allegheny County Department of Children Initiatives, and hope that you will find it in your hearts and budget to support them in continuing the important work they are doing around community and mental health. If I can provide any additional information to encourage consideration of their proposal, please feel free to contact me at 412-848-7323. Thank you kindly.

Most sincerely,

Dori Cameron Ortman



February 18, 2022

To whom it may concern:

I am submitting this letter to express enthusiastic support for Open Up Pittsburgh in their proposal to seek capacity-building funds from Allegheny County Department of Human Services.

I first became familiar with Marissa Vogel and Open Up through the University of Pittsburgh LEND (Leadership Education in Neurodevelopmental Disabilities) Center four years ago, where Marissa was a trainee and I am a faculty member. At the time I was very excited about the work she was undertaking. More recently, I have visited the Open Up studio to participate in their programming, observed their school-based yoga for children with disabilities, and collaborated with Marissa on a project proposal for the University of Pittsburgh.

I am truly in awe of the incredibly creative, supportive, and collaborative programming Open Up produces. Marissa's process of developing mindful movement programming by collaborating with community-based affinity groups, such as young adults with autism spectrum disorder or seniors who are hard of hearing, has influenced my own methods in participatory action research. The work at Open Up is transformative for the individuals they serve, and I would love to see Open Up's capacity continue to grow and expand. In particular, Open Up serves as a local model for creating safe spaces for children with and without disabilities to explore their interests and develop new skills in mindful movement and leadership. These are skills that children can take with them and use in times of emotional and mental distress and are especially needed now as we attempt to come back to community in the aftermath of the Covid-19 pandemic.

In sum, Open Up is a transformative organization and I hope to see it grow in its capacity to serve the Pittsburgh community.

Sincerely,

Rachel E. Robertson

Dr. Rachel Robertson
Associate Professor of Special Education
Department of Teaching, Learning, and Leading
School of Education
University of Pittsburgh

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BALDWIN-WHITEHALL SCHOOL DISTRICT

District Administration

4900 Curry Road • Pittsburgh, Pennsylvania 15236-1817
Telephone: 412-884-6300 • FAX: 412-885-7802 • www.bwschools.net

February 21, 2022

To Whom It May Concern,

This letter is in support of Open Up Pittsburgh's application for Out of School Time Capacity Building funds from Allegheny County Department of Children Initiatives.

Baldwin-Whitehall School District first connected with Open Up in the Fall of 2019. Given the Baldwin-School District shares similar philosophies regarding inclusive opportunities for all children, BWSD was very eager to grow our partnership. From 2019 to present, Open Up has provided yoga, movement, and mindfulness sessions to students in grades K-12+ with and without disabilities in an inclusive setting. The programming orchestrated via Open Up aligns directly to social emotional framework by providing a foundation for safe and positive learning all while enhancing all students' abilities to succeed in school, careers, and life.

Our students, staff and faculty look forward to each scheduled session with the Open Up staff. The feedback from all participants continues to be overwhelmingly positive. BWSD looks forward to a continued relationship with an organization who upholds a commitment to building a just future for ALL children.

Please feel free to contact me with any additional questions.

Sincerely,

Marissa Gallagher
Director of Student Services
Baldwin-Whitehall School District
Student Services
4900 Curry Road
Pittsburgh, PA 15236
Office: 412.885.7583
Fax: 412-885-7813