



Allegheny County Department of Human Services

RFP Response Form

RFP for Teen Programming

PROPOSER INFORMATION

Proposer Name: Allegheny Center Alliance Church

Authorized Representative Name & Title: Joel Matonak, Middle School Youth Pastor

Address: 250 East Ohio Street Pittsburgh, PA 15212

Telephone: [REDACTED]

Email: Joel.Matonak@acac.net

Website: www.acac.net

Legal Status: For-Profit Corp. Nonprofit Corp. Sole Proprietor Partnership

Date Incorporated: 1896

Partners included in this Proposal: None

How did you hear about this RFP? *Please be specific.* We received an email from DHS proposals. We currently operate an approved OST After-school Program for elementary students.

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	Alan Hannah	[REDACTED]	[REDACTED]
Contract Processing Contact	Ken.Turnbull@acac.net	[REDACTED]	[REDACTED]
Chief Information Officer	N/A	N/A	N/A
Chief Financial Officer	Enzo Santilli	[REDACTED]	[REDACTED]
MPER Contact*	Ross Owens	[REDACTED]	[REDACTED]

* MPER is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

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BOARD INFORMATION

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

Alan Hannah, Chair
Cassandra Cooper, Secretary
Enzo Santilli, Treasurer
David Cranston, Financial Secretary
Keith Turnbull, Building Committee Chair
Jon Martz, Missions Committee Chair
Michael Dear, Co-Head Elder
George Thomas, Co-Head Elder
Carol Scott, Chair of Deacon Board
Richard Cotter, Chair of Trustee Board
Brandon Grainger, Member at Large
Marlene Mangan, Member at Large
Bruce Grover, Member at Large
Lisa Owens, Member at Large
Steve Moraca, Member at Large

Board Chairperson Name & Title: Alan Hannah, Lead Pastor

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: [REDACTED]

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.*

Ruth Hager- Urban Impact Foundation- [REDACTED]

Charles Chapman- C&MA National Office- [REDACTED]

Molly O'Malley Argueta- Principal of Pittsburgh Allegheny K-5- [REDACTED]

PROPOSAL INFORMATION

Date Submitted 3/2/2022

Amount Requested: \$104,660

CERTIFICATION

RFP for Teen Programming

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.

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

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 100 points. Your response to this section should not exceed 12 pages. (Pages 1-3 are not included in the page count).

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Organizational Experience (20 points possible)

1. Describe your organizational experience serving the target population, specifically teens from diverse communities and populations. Please include examples of ways in which your organization connects with teens.

Our organization has executed the following programs that serve the target population:

- 1) For 30 years, Wednesday Night Outreach has been used for teens to be loved, build relationships and to increase their faith. Every Wednesday evening, families come together from all over the city to learn about faith and build relationships with one another. We serve teens from 6th-12th grade from all over the greater Pittsburgh area. We have a large audience from our North Side neighborhoods. We gather teens and provide a loving atmosphere for them to be known, heard, cared for, and loved. We have 40 diverse and multi-generational volunteers who champion and build up teens that enter our programs. We are also committed to providing transportation to and from our program so that students can attend and get home safely.
- 2) For 20 years, we've run Summer Missions Opportunities which is designed to develop lifelong servant leaders by providing students exposure to missions. Over the years we have taken part in over 30 short-term mission trips. Teens have served locally, domestically, internationally in places like Chicago, New York, Pittsburgh, Dominican Republic, and Mexico. These trips develop teens to be servant leaders, serve others, and invest in community, even when it's not their own.
- 3) For 15 years, we collaborated with Perry High School for a program titled "Starting on Success" (SOS). This program is a highly structured school-to-work program designed to increase college readiness and career success for high school students with disabilities.
- 4) Our current organizational staff have been serving families in diverse communities for many years. Our seven Next Generation staff has been in their positions for a combined total of 63 years.

2. Describe your organizational experience working in high-need communities.

We have over 30 years of experience working on the North Side of Pittsburgh where there are multiple high-need communities.

- 1) For the last 20 years Allegheny Center Alliance Church (ACAC) has been running a program called the After-school Place (ASP). We serve local North Side students in grades k-5. ASP hosts up to 70 students each year. We provide homework assistance, academic enrichment, one on one tutoring, and recreational activities for our students. We partner with outside groups such as students from the education department at University of Pittsburgh for reading tutoring and nursing students at Carlow University for classes on health education.
- 2) For 15 years, our program titled Church in the Park has been designed to take our ministry outside the walls of the church. We took our volunteers to Allegheny Commons and Northview Heights (underserved areas on the North Side of Pittsburgh) once a week for the last fifteen years to meet children and families in their communities. We have served over 60 kids a week at Allegheny Commons and 45 kids a week at Northview Heights.
- 3) During the pandemic, we opened a Learning Hub in partnership with United Way, Department of Health and Services, and the Pittsburgh Project. Our Learning Hub served 60 students grades k-12 from 14 different schools in our community. We provided

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academic assistance and meals during the 2020-2021 school year. Our food ministry also served over 400 meals a day to members of our community through an emergency waiver from the SFSP. Our volunteers were mobilized to deliver over 30,000 meals. Many of the meals were delivered to families who couldn't make it to our campus.

- 4) For 10 years, we partnered with Pine Valley Camp whose mission is to ensure inner-city youth encounter loving community. Our collaboration has given students camp experience and the opportunity to grow in their faith through fun, connection, and study.
- 5) For 15 years, we've partnered with Perry High School and their Starting on Success program. This is a highly structured school-to-work program designed to increase the readiness for college and career success among high school students with disabilities.
- 6) For 20 years, Summer Day Camp, (SDC) designed to provide a safe space for students to learn and grow while building meaningful connections with their peers and adults. SDC is for students in grades k-5 and runs eight to eleven hours a day for six weeks. We have hosted up to 210 students each summer. We teach math and reading over the summer to help fight student academic regression. The students attend field trips once a week and participate in academic enrichment, swimming, active play, and building community with each other every day.
- 7) Regarding life experiences, we have an on-sight partner named Christian Immigration Advocacy Center (CIAC) that serves primarily low-income immigrant and refugee families in need of immigration legal services. CIAC primarily helps individuals and families with issues surrounding Green Cards, Naturalization, Family Reunification, Asylum Claims and other related immigration cases.

Each of these programs provides a safe place where students come to receive a meal, engage in community outreach activities, and receive educational assistance designed to help close the achievement gap.

3. Describe your organization's commitment to serving all individuals regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences. Provide specific approaches used and examples of how they are reflected in your work.

Our organization has a long-standing commitment to serving all individuals regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences. For example, our staff, volunteers, and students are multi-ethnic and come from all over the Pittsburgh area. We are intentional about diversity at all levels of our organization, and we ensure students from all walks of life feel comfortable participating in our programs. We also have a history of embracing all individuals regardless of their sexual orientation. For years we have several adults and teens who are part of the LGBTQ community participating in our programs. They all feel welcomed and supported. As a matter of fact, we are planning training for staff to ensure LGBTQ sensitivity remains a healthy part of our culture. We've recently partnered with Pittsburgh Behavioral Services (PBS) who serves as an on-sight resource for individuals with disabilities and their families that is intended to provide comprehensive services to meet the ongoing needs of individuals over the course of their lifetime. As a partner, PBS and ACAC work collaboratively during our programs to help high-need students integrate with their peers.

Our current teen demographic in our programs is 32% African American, 43% Caucasian, 20% Biracial, and 5% other (Hispanic, Asian, and African descent.)

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Program Design (55 points possible)

4. Provide an overall description of your proposed Programming and how it will provide teens with the opportunity to engage in enriching and interesting activities. If applicable, include how input from teens and/or best practice research was/will be taken into consideration in the design of the Programming.

Our proposed programming is to implement a structured community outreach program. Our target is to reach 75 teens, five days a week for three hours a day. Our after-school programming is designed to reach teens emotionally, socially, intellectually, spiritually, academically, and physically. This will be achieved by focusing on the following categories:

Emotionally

-Our vision is to create a safe and welcoming atmosphere where students are heard, encouraged, and loved. Students will also have opportunities to engage in professional counseling from our on-site counseling service the Christian Counseling Collaborative (CCC).

Socially

-Our vision is to create a place where teens can connect and belong. We will help them create a support network of friends, family, and mentors. We plan to execute this through various teambuilding activities to foster positive interaction. We will also walk alongside students and help them navigate relational tension and conflict they have in their lives.

Intellectually

-Our vision is to help teens be continuous learners. We will provide many opportunities for them to grow their knowledge, skills, and character. Some of these activities include but are not limited to STEAM programs, art projects, graphic design, workshop, carpentry, cooking, and language studies. It is our goal to provide many unique opportunities and resources for these students to experience first-hand and to grow.

Spiritually

-As a faith-based organization, we will allow teens the opportunity to grow in their faith. However, it will not be mandatory.

Academically

-Our vision is to provide the support necessary so that each student can excel in their given path. We will do this by providing 1-on-1 tutor support from staff and volunteers who are long-term educators in our surrounding schools and seasoned professionals in their career. Our goal is to build relationships with the schools that our students attend to help meet their academic needs. We will build off of our current elementary after school program's relationship as a PPS OST provider and utilize the network and access to Cityspan. We will be intentional in helping develop skills like critical thinking, problem solving, and analytical skills.

Physically

-We will provide a space for teens to exercise, run around, and learn through physical activity. We are equipped with two full-court gyms for our teens to be physically active.

5. Describe how your Programming will provide a physically and emotionally safe space for teens.

For many years, our programs have provided a safe space for students' physical and emotional well-being. We will provide paid staff and volunteers with training such as (but not limited to) Racial Sensitivity Training, The History of Urban Leadership, Mandated Reporting

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training, social emotional learning, trauma informed care, Red Cross, First Aid, and CPR. This will equip the staff and volunteers to build up students and love them for who they are. We will also be intentional about listening and engaging in conversations. When conflict arises, we will address it immediately and calmly by applying the skills we learned during our Resolving Everyday Conflict training. We will work to find a compromise in these situations.

Our space will be intentionally designed to be inviting and welcoming for teens. There will be a lot of space for them to relax and hang out. Space for them to laugh and interact. Space for them to play and have fun, and a space for them to learn and grow in community. We also plan to have a ratio of 1 adult to 8 teens when interacting with our students. We will offer 1-on-1 support, and tutoring. We believe that these ratios are extremely important for students to be known, cared for, protected, and developed.

We plan to be intentional in all that we do at our after-school program. This program is all about the teenagers. The needs of the students and community is what drives this program. If a student needs social emotional guidance, we will provide that. If a student needs academic assistance, we will be there to support. If a student is having emotional stress, we will connect them with a licensed counselor from our on-site counseling service. If a student needs a place to run around and be a kid, we will laugh and run around with them. If a student needs workforce development, we are committed to supporting them. We will provide a structured and safe atmosphere and eliminate the opportunity to engage in at-risk behavior. Through this, we believe the weight of launching into adulthood will be much more manageable with this support. We exist to serve and support our teens and help them grow in all areas of their lives.

6. Describe how your Programming will provide teens with opportunities to make positive connections to peers, adults and their community.

Currently, our program consists of various middle-school and high-school small groups where adults mentor the students and lead them in activities twice a week. Some of these activities involve local community projects such as landscaping, home repair, serving in soup kitchens and homeless shelters, and community cleanup initiatives. Our high-school students serve internationally in areas such as Guatemala, Dominican Republic, and Mexico.

Over the past 25 years, we've taken students on camping trips to Ligonier, Erie, and Ellwood City, retreats to Laurel Mountains, Sandusky Ohio, Somerset, and Erie, and fun events such as bowling, laser tag, trampoline parks, and much more.

Because of this experience and relationship with local and international community partners, we will continue to provide opportunities for teens to connect with each other, to adult staff and volunteers, and with their community. The goal is not that they would just develop shallow relationships, but that they would find deep, meaningful, and reliable friendships with one another. We will do this through intentional team-building games, challenges, projects, conversation, and activities. Students grow closer together through experiencing something together. We will also be intentional about helping teens support each other in their school work, projects, and activities.

Connection with adults is also extremely important to the success of our program. The goal is not that adults would just be in the same room as the teens, but that connections would grow into deeper, trusting relationships. Teens need adults in their lives that are caring, trustworthy, patient, and influential towards them, becoming better each day. It is important for us to be multi-generational in our approach to building connections with teens and adults. We will provide opportunities for teens to interact with young adults, retired volunteers and every

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age between. This is something we value in our current teen programs. We currently have 30 multi-generational adults who support our current weekly programs. Some of those same adults would be engaged in this program as well.

7. Why do you think teens will want to participate in your Programming?

We have been managing teen programming on the North Side of Pittsburgh for over 30 years. Because of this, we are fortunate enough to have a robust and positive reputation for providing safe and exciting programming. History shows our reputation in our local and surrounding community yields a waiting list for our programs. For example, for many years, we held SDC for two hundred students. Each year, we had a waiting list. Our goal has always been to create a loving atmosphere for teens to come and to belong. We believe our programming is extremely important because we believe this is what teens in our community need and there aren't many teen centers available in our community.

Teens love to have a safe place to hang out and have fun. We are dedicated to creating this place 5 days a week for 3 hours a day. This can become the place where they can be themselves. These teenagers also desire deep connections. We are dedicated to creating a space where teens are known and loved. Throughout our programs, teens describe our programs as one of the only safe places they have. We are committed to continuing this trend with this new after-school program.

We currently run program in dedicated space for teens where there is a fully functional A/V system for learning and presentations, there will be numerous games and activities like video games, board games, ping pong, foosball, and two full-court gyms for them to enjoy.

Teens will want to participate because we are committed to making learning fun. We are excited about providing many opportunities for them try new skills and classes that they may have never experienced before. We will be creating a structure where students can do hands-on learning. We also have the resources and partnerships to give them a broad range of learning that will allow them to experiment and grow in many different hands-on activities.

High-quality programs lead to greater well-being for our children. Research indicates that high-quality after school programs contribute to positive student outcomes. The need is significant. Currently, 28% of children in Allegheny County participate in an after-school program. But nearly twice as many (about 43,000) more would be enrolled if a program were available to them. We want to make our space a safe place that is available to them every day of the week.

8. Describe how you will market your Programming and open referral pathways.

We currently run programs that target teens on the North Side and will invite these students to be a part of this new afterschool program. Our goal is to expand our reach outside of our current students. We will market to new students within the Pittsburgh Public School system. We will have flyers printed at the PPS schools and will inform the guidance counselors of this opportunity for teens. We will also promote to our already existing programs on our campus through verbal announcements, our website, and social media. We will promote to our current elementary after-school program as they graduate out of that program into ours. We will promote through partnering organizations such as Urban Impact Foundation and The Pittsburgh Project. This program will be an open-door program. Students can just show up and engage in this program.

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9. Describe how you will staff your Programming 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.

As a diverse organization, we are very intentional about diversity in all of our programs. We will conduct group interviews from our diverse staff to ensure diversity exist at all levels of our program. We will recruit from within our diverse community, within city youth networks, advertise through Indeed, and advertise through social media. We will utilize our existing relationships with state colleges, Historically Black Colleges and Universities (HBCU), and college and universities outside our area to ensure we cast a wide net for diversity. We plan to be socio-economically, ethnically, and generationally diverse. We believe this diverse staffing will provide teens with the best support system.

We have successfully retained a diverse staff because diversity comes from the top. Each staff member and volunteer know we are intentional about our diversity as it is written in our organization's vision statement and demonstrated daily. For example, 20+ years ago we had to create our own curriculum because the books and material contained only white people. Since then, we revisit our curriculum each year to reevaluate its content. Our retention strategy is we meet the needs of our staff and volunteers holistically. We provide training such as The History of Urban Leadership and Bias Training. We also help meet their emotional, physical, financial, and family needs. Currently, our staff and volunteers in our teen programs average over 15 years of service. Our staff and volunteers find community in our diverse environment.

10. Describe how your Programing set teens on a positive trajectory toward adulthood and any skills you expect teens to gain (e.g., socioemotional, leadership, workforce-related, conflict resolution skills).

Our programming is geared to set students to succeed and flourish now, as a teen, and in the future as adults. Our goal is to provide many opportunities for teens to grow and develop in a wide range of skills. Some of these activities include, but are not limited to, STEAM programs, art projects, graphic design, workshop, carpentry, cooking, and language studies. Some specific projects include building beds, learning food safety and culinary skills, and learning graphic design and using printers (3-D, print press, and laser engraver) to bring their designs to life. Another area of focus will be mechanical skills where teens can learn vehicle maintenance. This will lead to teens discovering and understanding their passion and continuing to grow as learners in the skill provided.

We currently develop teens to be leaders and give them leadership opportunities. Teens are not just future leaders; they are leaders now. We develop student leaders through training, experience, evaluation, and mentoring. We don't just want teens to be leaders with skills, but leaders of integrity and character. This trend will continue in our new after-school program.

Our programming will be designed to set our teens on a positive trajectory past high school into adulthood. We are committed to helping teens further their education if desired. We will walk alongside them in applying to college and scholarships, college tours, and other college readiness development. We currently have a scholarship program that helps 10-15 teens pay for college or trade.

We are also committed to helping them learn skills such as how to write a resume, financial learning (budgeting, stocks, etc.) and other job readiness development. We have been a partner with Perry High School in their "Starting on Success" program to help prepare teens

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grow in work ethic and job readiness. We plan to partner with many professionals in various fields to help mentor, teach, and develop our teens.

Implementation Challenges (15 points possible)

11. If your Program experiences low attendance, how will you engage more teens?

Fortunately, after 30 years of teen programming we have not experienced a shortage of teen engagement. If we have a shortage, we will connect with our Pittsburgh Public Schools first to promote our program using flyers and leverage our relationship with school's guidance counselors to help disseminate information. We will also connect with various businesses and organizations on the North Side that we have existing relationships with. Finally, we would use our strong social media presence to engage more teens.

12. If one of the teens in your Program experiences behavioral or mental health issues, what will you do?

If one of the teens in our program experiences behavioral or mental issues we are committed to getting them the help and support they need. If a student is having emotional stress, we will connect them with a licensed counselor from our on-site counseling service. We also partner with Pittsburgh Behavioral Services for mental health and special needs consulting and assistance. For example, there was a high-needs teen in our program that was not able to join our weekend program due to random outbursts associated with his diagnosis. Once he got involved with PBS, one of their specialists helped him integrate back into the program where he successfully interacted with the other students and was able to participate in the program.

13. If a parent of a teen in your Program expressed the family's need for support outside of what your Program can provide, what will you do?

If a parent of a teen in our program expresses a need for support, we have an in-house organization for care and counseling. We also have relationships with outside organizations for food, housing, and utilities support. We partner with a variety of organizations such as The Nest, Pittsburgh Behavioral Services, and Christian Immigration Advocacy Center, that can provide support with clothing, immigration needs, and special needs. Through our benevolence department, we've provided furniture, pampers, coats, and other clothing to our families.

Budget (10 points possible)

14. In the space below, provide a detailed one-year, line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Programming.

Please see attached document

15. In the space below, provide a budget narrative that clearly explains and justifies all line items in your proposed line-item budget.

Our after-school program is designed to provide a loving atmosphere for teens that sets them on a positive trajectory toward adulthood. The staffing budget will help us create a place where students experience a safe, welcoming environment where mentors are present and available for support. The supply items will help us provide a variety of hands-on learning such as Stem programs, tutoring support, carpentry skills, virtual field trips, and reading proficiency.

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Teen Programming RFP Budget Proposal

Organization Name	Allegheny Center Alliance Church
Contact Name (Full)	Joel Matonak
Business Address	250 East Ohio Street, Pittsburgh, PA 15212
Business Phone	412-321-4333
Business Email	Joel.Matonak@acac.net

Item Category		
I. Personnel	Cost	Notes
9 Staff Members	\$82,080	\$12/hour x 4 hours / day x 190 days x 9 staff This includes time for setup/cleanup and transpotaation
Total Personnel Costs	\$82,080.00	
II. Materials and Supplies	Cost	Notes
3-D printers	\$3,000	2 printers with filament Part of our programming is to provide hands-on experience in STEAM related activities The 3-D printers will be used to help teens discover and/or increase their artistic gift and bring their designs and creativity to life Using our existing laser engraver/cutter, and art supplies, the 3-D printer will complete our vision for a robust art studio
Smart Boards	\$15,000	3 smart boards The smart boards will be used for virtual fieldtrips, virtual college tours, and tutoring Additionally, there are a number of inner-city students who are visual learner but have been identified as academically challenged These students learn best when they are fully engaged using hands-on learning The use of smart boards will help our students build confidence in their learning, while having fun
Building Supplies	\$2,000	These products will be used to complete our workshop programs to build bookshelf, bunk beds, bird houses, and more These activities will give teens the skills they need to use basic hand tools
Total Material Costs	\$20,000.00	
III. Facilities and Operations	Cost	Notes
Total Facilities Costs	\$0.00	
IV. Contracts and Services	Cost	Notes
Great Leaps Reading Curriculum	\$2,580	20 teens x \$129 per person
Total Services Costs	\$2,580.00	
Total Proposed Budget	\$104,660.00	

Teen OST Salaries & Benefits

OST - Salaries with 75% Director \$82,080

Total OST Salaries & Benefits \$82,080

OST Program Expenses

OST - Appreciation Staff \$200.00

OST - Awards & Prizes \$400.00

OST - Reading Curriculum \$2,580.00

OST - Food fr Outside Vendors (Ext) \$20,000.00

OST - Food - Kit/Min Store (ACAC) \$400.00

OST - Postage \$30.00

OST - Printing & Color Copies(ACAC) \$150.00

OST - Supplies - Building \$2,000.00

OST - Supplies - STEM \$18,000.00

OST - Supplies - T-Shirts/Uniforms \$600.00

Total OST Program Expenses \$44,360.00

OST Food-PA CACFP-State-Funded

OST Food Income PA CACFP

OST - PA CACFP - Grant Income (\$20,000.00)

Total TEEN OUT OF SCHOOL TIME \$106,440.00