



Allegheny County Department of Human Services

# RFP Response Form

## RFP for Teen Programming

### PROPOSER INFORMATION

Proposer Name: Boys & Girls Clubs of Western Pennsylvania.

Authorized Representative Name & Title: Dr. Lisa Abel-Palmieri, President and CEO

Address: 317 East Carson Steet, West Tower, Suite 238, Pittsburgh, PA 15219

Telephone: 412-782-5710

Email: lpalmieri@bgcwpa.org

Website: www.bgcwpa.org

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

Date Incorporated: 1888

Partners included in this Proposal: Passport Charter Academy

How did you hear about this RFP? *Please be specific.* Allegheny County DHS website

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	Lisa Palmieri	412-782-5710	[REDACTED]
Contract Processing Contact	Missy Fuller	412-782-5710	[REDACTED]
Chief Information Officer	Missy Fuller	412-782-5710	[REDACTED]
Chief Financial Officer	Amy Priesendefer	412-782-5710	[REDACTED]
MPER Contact*	Kara Petrosky	412-782-5710	[REDACTED]

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

## RFP for Teen Programming

### BOARD INFORMATION

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

**Robert Luffy, Chair** Retired Chief Executive Officer American Bridge Company

**Lisa M. Abel- Palmieri, PhD, President**

President & CEO

Boys & Girls Clubs of Western Pennsylvania

**Thomas J. Krahe, CPA/ABV/CFF, Treasurer**

Managing Shareholder, Certified Public Accountants Holsinger

**Trustees**

**Cyndi Costa**

Vice President, Business Development Manager

Chase Bank

**Anita D. Carleton, Governance Committee Chair** Software Solutions Director, Software Engineering Institute Carnegie Mellon University

**Michael W. Quigley, Ph.D.**

Assistant Professor of Organizational Leadership

School of Informatics, Humanities, and Social Sciences Robert Morris University

**David A. Scotti, Esq.**

Partner

Scotti Law Group

**Andrew B. Miller, CCIM**

Senior Vice President

CBRE

**T. J. Gillespie, CFA**

Head of Investments, Special Projects, & Manager of Headquarters The Lockhart Company

**Vince Morales**

Senior Vice President & Chief Financial Officer

PPG Industries

**Simquita Bridges**

Assistant Chief Deputy Attorney General Allegheny County District Attorney's Office

**Peter St. Tienne Wolff**

Attorney

Pietragallo Gordon Alfano Bosick & Raspanti, LLP

**Mark Quinlan**

Chief Information Officer

First National Bank

**Mary Beth Green**

Chief Innovation Officer

Sheetz

Board Chairperson Name & Title: Mr. Robert H. Luffy

Board Chairperson Address: [REDACTED]

## RFP for Teen Programming

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.*

1. Jael Jones (parent of teen who participated in our teen-focused Money Matters and Youth for Change programs), [REDACTED]
2. Dave Evrard (Assistant Chief of Allegheny County Juvenile Probation Office who refers juvenile-involved youth to our Great Start program), [REDACTED]
3. Jeff Williams (Interim Executive Director, Foundation of Hope), [REDACTED]

## PROPOSAL INFORMATION

Date Submitted 3/1/2022

Amount Requested: \$234,206.78

## 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.

Choose one:

## **RFP for Teen Programming**

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).

## **RFP for Teen Programming**

### ***Organizational Experience (20 points possible)***

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

Since 1888, Boys & Girls Clubs of Western Pennsylvania (BGCWPA) has provided youth ages 3-24 with quality, safe, and healthy spaces to learn, thrive, and grow. Over the last two years, BGCWPA has served over 2,000 teenagers across six stand-alone Clubhouses, six school-based sites and close to a dozen community partner sites including school districts. Our fun, enriching, and engaging programs, services, and outreach offer teenage youth the opportunity to connect with their peers, adult mentors, and the broader community. Approximately 70% of the youth we serve identify as Black Indigenous People of Color (BIPOC), 65% reside in single-parent households, and 70% learn in struggling schools, as defined by the Pennsylvania Department of Education.

Over the course of the pandemic, especially as schools shifted to virtual learning, BGCWPA recognized the need to offer teenagers with free and safe opportunities for social connection with their peers and to provide spaces for mental wellness, even without funding support. Our social teen nights provide teens with safe spaces to play games, play sports in our gyms, watch movies, and hang out with friends, in addition to developing social and life skills. We also hosted in-person and virtual learning hubs for teens in Allegheny County. In the past year, the organization waived all membership fees for teenagers, and as a result, the organization quadrupled the number of teens who participate in social teen nights. These events also help to build a pipeline of youth who can access BGCWPA's menu of teen-focused programs, including our Money Matters financial literacy program, Youth for Change advocacy & digital media program, which helps teens to build their voice and learn to advocate on issues ranging from social justice to voting rights, our Artificial Intelligence Pathways Institute and Career Works High programs, which provide teens with the opportunity to learn skills that can lead to careers with family-sustaining wages.

One of our most successful teen programs is the Teen Outreach Program, which combines an evidence-based curriculum designed to promote healthy and positive lifestyles and fun activities to bolster social-emotional learning. This program is conducted at our stand-alone Clubhouses, within schools, and in collaboration with partner organizations. Thanks to a federally funded Teen Pregnancy Prevention grant from the United States Department of Health and Human Services, the program served 1,200 teenagers in 2.5 years at Sto-Rox School District, Clairton City School District, McKeesport Area School District, Northgate School District, Pittsburgh Public Schools' Perry High School and Arsenal MS, North Hills High School, Brookline Teen Outreach, Foundation of Hope, and at our Estelle S. Campbell (ESC) Clubhouse in Lawrenceville and Carnegie Clubhouse. This year we are offering this program in new locations at schools in East Liberty and Penn Hills.

To commemorate the end of summer 2021, BGCWPA hosted a free "End-of-Summer Teen Bash," which featured games and contests, dance competitions with a live DJ, art activities, an escape room, and more. Over 50 teenagers participated, and many did not want to leave at the end of the night.

## RFP for Teen Programming

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

Nearly 70% of the youth served by Boys & Girls Clubs of Western Pennsylvania identify as Black Indigenous People of Color (BIPOC), 65% reside in single-parent households, and 70% attend school in struggling school districts, as defined by the Pennsylvania Department of Education. According to the most recent data from the United States Census Bureau, the poverty rates in the major communities served by BGCWPA Clubhouses are as follows: 24.1% (Somerset), 20.5% (city of Pittsburgh), 4.7% (Shaler), 20% (Millvale), 15.3% (Carnegie), 31.3% (McKees Rocks), 8.9% (Penn Hills), Duquesne (39.2%), and 31.4% (McKeesport). Each of these communities are facing significant challenges with opportunities, and these issues have been exacerbated by the global COVID-19 pandemic. Children and teens from surrounding communities also attend our programs and services and experience many of the same challenges and opportunities. BGCWPA offers programming that promotes economic mobility, academic success, and career development in growing fields in our region, thereby seeking to end the cycle of poverty and inequality.

The 3 Clubhouse sites included within this proposal serve or will serve youth from high-need communities. BGCWPA's Shadyside Clubhouse, which is centrally located and highly accessible via major public transportation routes, serves youth from the high-need East Liberty, Lincoln-Lemington-Belmar, Larimer, and Garfield neighborhoods of Pittsburgh as well as neighboring boroughs in the eastern part of Allegheny County. Our ESC Lawrenceville Clubhouse, also located on major public transit routes, serves youth from Pittsburgh's Garfield neighborhood and communities throughout Pittsburgh's Northside, including Northview Heights, a public housing development where approximately 95% of the residents identify as Black, Latinx, or multiracial according to the United States Census Bureau. Recent grant funding from corporate and government sources will enable BGCWPA to purchase its own fleet of buses to connect youth from neighborhoods like Northview Heights to our programs, services, and outreach in nearby communities, which is critical considering the decision by many schools to cut alternative stops. Finally, the organization plans to serve teens in Downtown Pittsburgh, where there are 4 high schools nearby serving students from high-need communities throughout the region and which serves as a transportation hub for many students from across the region.

As indicated by the map on page 6 of the RFP document, Shadyside, Lawrenceville, and Downtown are located within a few miles of many high-need communities. Each of these neighborhoods are some of the Pittsburgh region's most centrally located and transit-rich communities.

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.

Over the course of two years, Boys & Girls Clubs of Western Pennsylvania (BGCWPA) conducted focus groups with parents, youth, and partners to find ways to better serve the community. As a result, the organization launched our Bold Plays Strategic Plan, the focus of which is advancing equity and incorporating the voice of family and youth into the design of our programs, services, and outreach. The organization's full-time Training Coordinator and

## **RFP for Teen Programming**

Compliance Director and our Senior Director of Diversity, Equity, and Inclusion have collaborated to intentionally create training opportunities for staff to learn about the lived experiences of diverse individuals, including opportunities to learn from leaders in the LGBTQIA+ community and individuals with disabilities at a staff retreat in January 2022. The organization is planning to partner with the Hugh Lane Foundation to provide support, services, and programming for the teenagers we serve and our staff.

BGCWPA has developed a partnership with the Pennsylvania Office of Vocational Rehabilitation (OVR) to provide a referral pathway for group and individual services to teens with disabilities who are connected with OVR. The agency will provide BGCWPA staff with training so that our organization can provide OVR's teen clients with self-advocacy skills, independent living skills, and career readiness opportunities.

Our teen-focused staff are a diverse group of individuals. 4 out of 5 of our teen team identify as BIPOC, and combined, they have decades of experience in working with diverse teenage populations.

### ***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.

Funding from the Allegheny County Department of Human Services will help BGCWPA to run "The Club - Teen Center" programming at our Clubhouse in Pittsburgh's Shadyside neighborhood, our ESC Clubhouse in Pittsburgh's Lawrenceville neighborhood, and at the Passport Charter Academy in Downtown Pittsburgh, all of which will be free and open to teens from throughout the region. Each location, centrally located and easily accessible via public transportation, will offer a combination of teen-driven and customized fun activities, social-emotional learning opportunities, life-skill development, homework/tutoring assistance, and evidence-based curricula. Teens can access all programs at all locations and will not be limited to just one Clubhouse; they are welcome to attend any location, any day of the week.

Currently, our programming does take into consideration the declared interests of teenagers through conversations between staff and teenage participants. DHS funding will also enable the organization to launch a more formal Teen Influencer Council (TIC), composed of teenagers who will lend their input on the development of the programming and who will help to recruit their friends to attend. This will enable youth to gain leadership skills and other soft skills that will help to prepare them for future employment.

In Lawrenceville, BGCWPA will offer teen programming from 4:00 p.m.-8:00 p.m. Monday - Friday. The focus of the programming will be rooted in humanities, arts, and social justice opportunities, such as our successful Youth for Change initiative, which allows teens to use their voice to advocate for voting rights and for anti-racism as well as culinary arts programming and podcasting, which will build digital media and tech literacy skills that are in high demand in Pittsburgh's economy. In addition, teenagers will be given the opportunity to play games, participate in art activities, and attend open gym where they can play basketball, dek hockey,

## **RFP for Teen Programming**

lacrosse, pickleball and more. During the summer, the organization will offer programming at least three nights per week.

In Shadyside, BGCWPA will offer teen programming from 4:00 p.m.-8:00 p.m., two nights per week. In conjunction with the organization's vision of creating IT3- the Pittsburgh region's only drop-in, open source, and free teen-focused technology space in close proximity to many of the technology-based companies growing in our region, which will host STEM-focused teen programs 4 nights per week, DHS funding will allow BGCWPA to offer social-emotional, mentoring, and leadership programming to complement the Science, Technology, Engineering, and Math and Artificial Intelligence learning opportunities held within the Clubhouse. The twice-weekly teen nights will offer teens a safe and fun environment to learn about robotics and other technology-based offerings and/or hang out with friends, play games, watch movies, participate in art activities, and play sports. During the summer, the organization will offer social teen nights four times per week and field trips based on teen interest.

In Downtown Pittsburgh, Passport Charter Academy, which is offering BGCWPA the use of their classroom space, located on the first-level and accessible from the street, free of charge (see attached letter of commitment), the organization will offer programming three days per week from 1:30 p.m.-7:00 p.m., to ensure that there is no gap between school dismissal and the start of our after-school program. Considering its location in the heart of the Golden Triangle, which is Pennsylvania's second largest center of commerce, the programming will be focused on entrepreneurship in connection with the school's vision to develop a Fabrication Laboratory with 3D printers and other related equipment. Teens will be given the opportunity to develop their own products and learn how to market and sell them through use of the BUILD Entrepreneurship design thinking curriculum. Additionally, teens will be offered the opportunity to earn a certification from the National Retail Federation Foundation's RISE UP program, which is a training and credentials program designed to prepare learners for a career in retail and instill in them the confidence needed to apply for and obtain their first retail position. Given the lack of a gymnasium at this school and the other 3 schools nearby, teens will be able to participate in the open gym programming at our Shadyside, Lawrenceville, or Carnegie locations. Transportation expenses for these teenagers will be covered by DHS funding.

At each location, the end time can be extended based on staffing and need.

Teenagers who participate in programming at any of the three aforementioned sites will be granted free access to the B-Unbound platform, through which teens are able to identify their potential career interests and are assigned adult mentors both locally and nationally who share their interests. BGCWPA is one of only six out-of-school-time providers nationwide that offers this free service to youth through our partnership with Big Picture Learning, a national expert in interest-driven learning.

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

As evidenced by the growth in the number of teens with whom we work, Boys & Girls Clubs of Western Pennsylvania's (BGWPA) highly-trained and trusted teen staff are proven adult mentors who are willing to go above and beyond their duties to ensure that teens are afforded a safe,



## **RFP for Teen Programming**

welcoming, and fun space to learn and connect with their peers. BGCWPA has focused its efforts on building out free teen programming to address a deep need in the community without dedicated funding. Funding from Allegheny County will enable the organization to sustain our teen programming and provide safe spaces of opportunity that are centrally located and reachable from high-need communities. Our programming is focused on providing fun, free, and engaging opportunities and is designed to address mental wellness and promote social emotional learning, which has become increasingly imperative as we advance an equitable recovery from the COVID-19 pandemic.

As COVID-19 exacerbated the need for meaningful social connection and shone a light on the epidemic of teen violence, the programming included within this proposal will build on the success of our Teen Outreach Program (TOP), which has provided more than 1,250 teenagers with the skills and tools to develop positive relationships and the needed time and space to connect with peers and adult mentors.

Boys & Girls Clubs of Western Pennsylvania (BGCWPA) adheres to all safety policies and procedures set forth by the Pennsylvania Department of Human Services (PA DHS) as well as under Boys & Girls Clubs of America's (BGCA) charter. Elements of the Health and Safety Plan include Mask Policy, Cleaning/Sanitation procedures, Screening procedures, Monitoring children and staff health, Child drop-off and pick-up policies, and other sick policies. This document consists of 14 pages updated frequently and aligns to the CDC guidance. BGCWPA's Employee Code of Conduct contains 53 pages of rules and regulations and policies and procedures outlined by PA DHS, including the number of hours staff must work before they are left alone with children, and by BGCA. Training is provided to staff three times per year to ensure that information is fresh and current. In 2021, the organization hired a Training and Compliance Director whose duty is to provide required training as well as identify professional development opportunities for staff who work directly with youth.

Launching the Teen Influencer Council will ensure that teenagers understand that their voice is valued and taken into consideration when programming is designed.

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

Boys & Girls Clubs of Western Pennsylvania is committed to providing teens with safe and fun events and trips to local attractions in Pittsburgh. Teenagers served by the organization have visited museums, concerts, parks, and other institutions throughout the region. Funding from DHS will allow us to expand these offerings, many of which otherwise would not be attainable for teenagers in our community. In the past, through our Teen Outreach Program, participants engaged in service-learning experiences, such as hosting a food drive to collect canned goods for a local food pantry and baking and delivering goods to a nursing home. As part of this proposal, the Teen Influencer Council will design and implement service-learning projects for their peers, and staff will utilize human-centered design to identify and solve a problem facing their community, such as food insecurity or homelessness.

Additionally, BGCWPA's team of highly-skilled and experienced staffers work directly with the teenage population, provide mentorship, and help them navigate difficult situations in life. Our

## RFP for Teen Programming

staffers will be available to offer this level of support during all offerings. “Teen Bash” events will be hosted twice yearly to connect teens from all three of the locations included in this proposal, which provides for positive social connections.

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

After eliminating any costs associated with teen membership, Boys & Girls Clubs of Western Pennsylvania (BGCWPA) has quadrupled attendance at teen nights over the past year. Teens, who have expressed an interest in the mix of fun activities and skill development programming offered by our organization and who recognize that they are in a safe and quality space when they come to BGCWPA’s buildings and programs, have been recruiting their peers to attend. Teens throughout the Pittsburgh region and their families have gotten to know our staff members, and these relationships have helped to increase attendance.

A survey of teens who participated in the Teen Outreach Program (TOP) indicated that over 91% of teens felt comfortable participating in TOP sessions, 96% of teens felt that their facilitator respected multiple viewpoints and created environments that respected diversity, 87% of participants felt TOP helped develop effective problem solving & teamwork skills, 96% of teens had a very positive experience, and 94% would recommend TOP to others.

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

Boys & Girls Clubs of Western Pennsylvania (BGCWPA) works with 20 school districts, the Allegheny Intermediate Unit and dozens of community-based organizations throughout Allegheny County. BGCWPA serves as the lead organization for the literacy working group of A+ Schools and for Remake Learning’s Computer Science for Pgh working group. Teen programming is marketed to these partners with whom BGCWPA has developed strong and trusting relationships. Throughout 2021, the organization served nearly 1,000 teenagers.

The organization recognizes the younger connotation that our name **Boys & Girls Clubs** possesses. As such, BGCWPA’s teen programming has been renamed as The Club in an effort to recruit and engage more teenagers and market our programming to an older age range.

Additionally, BGCWPA utilizes Activ, which is a centralized enrollment system, and possesses the technological ability to manage data as it relates to serving and reporting youth. All offerings are promoted to families whose children have participated in our programming.

Through BGCWPA’s Great Start program, justice-involved teens are directly referred to our organization by the Allegheny County Juvenile Probation Office. Additionally, our aforementioned relationship with the Pennsylvania Office of Vocational Rehabilitation has opened up a referral pathway for teenagers with disabilities. BGCWPA will also be applying for our Shadyside location to be a Pennsylvania Academic, Career and Technical Training (PACTT) Affiliate, which would enable the organization to create another recruitment pipeline for this program. Our Career Works Mon Valley location has already received PACTT Affiliation. The program will also be marketed to Allegheny County’s Office of Children, Youth, and Families.

Building out a formal Teen Influencer Council and elevating teen voice will help peers to recruit their classmates and friends to attend our programming. Teens will be able to sign up and

## RFP for Teen Programming

participate at any time throughout the year, creating a welcoming environment and ensuring that all teens are welcome.

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.

Our current team of five teen-focused staff members is made of individuals from three generations who hail from the Pittsburgh region and have decades of experience in mentoring and providing safe spaces for this population of young people. Our Director of Teen & Support Services has served in a role focused on teenager engagement for over 17 years. Four of the team members identify as Black and Indigenous People of Color: our Manager of Teen Programs has served in a teen-focused role for 35 years, our Manager of Mentoring Programs has served in a mentorship capacity for more than 25 years, our Teen Outreach Program Coordinator has a Master's Degree in Counseling, and our Healthy Lifestyles Instructor is a graduate of Pittsburgh Obama High School, received a Pittsburgh Promise Scholarship, and served as a Public Ally locally.

We will recruit additional staff from a diverse array of communities throughout Allegheny County to reflect the diversity of the communities we serve; whenever possible, the organization is intentional about hiring directly from the communities we serve in order to better connect with youth through shared life experiences. In an effort to hire directly from the communities we serve and hire individuals that are youth know and trust, we promote open employment opportunities to the families of the youth we serve and recruit teachers from the school districts we serve to work in our after-school and summer programs. The organization has outsourced its Human Resources function, which enables a third-party to assist with promoting open job descriptions widely and using online platforms, such as Jazz HR, Indeed, LinkedIn, and more.

BGCWPA created a Senior Director of DEI role as well as a DEI staff-led working group that issues monthly internal engagement to fellow staff and works closely with BGCWPA administration to ensure that external communications to families and the broader community reflect how deeply BGCWPA values DEI. We will work closely with our DEI working group and our Senior Director of DEI to ensure our recruitment strategies reach a diverse pool of candidates.

In the last year, Boys & Girls Clubs of Western Pennsylvania has improved our benefits package to attract and retain talented staff and advance a work-life balance. The organization offers 25 paid-time-off days per year, 11 paid holidays, and 2 floating holidays. We pay for short-term disability, long term disability and 85% of the cost of health, vision and dental. Additionally, we provide staff with gym membership reimbursement or a GrubHub gift card to cover the cost of lunch. Additionally, we offer staff incentives and rewards, including Staff of the Month, professional development opportunities, and scholarships for continuing education.

10. Describe how your Programming 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).

Boys & Girls Clubs of Western Pennsylvania's evidence-based curricula and programming help to combat learning loss and social emotional learning deficits, develop healthy lifestyles and

## **RFP for Teen Programming**

positive relationships, advance soft skills needed for future professional success, build financial literacy, and promote an understanding of being a positive change agent in their communities. Teens who participate in the Teen Influencer Council will cultivate leadership and communication skills.

DHS funding will enable teenagers to experience specialty programming on a rotational basis. At our Shadyside Clubhouse, teens will be exposed to emerging STEM-related fields, including artificial intelligence and robotics, that will lead to family sustaining wages in our region's fastest growing fields. At our Estelle S. Campbell Clubhouse in Lawrenceville, teens will improve their writing skills, advocate for change and social justice, and learn about the humanities. At the Passport Charter Academy, teens will be able to utilize technology, such as a 3D printer, to advance their entrepreneurial goals. These specialty skill development opportunities will be coupled with time to connect with peers, play games, and engage in sports, all of which advance social-emotional learning and the development of soft skills.

Access to the B-Unbound portion of the program will connect teens to career pathways and mentors who can help guide them to future professional success.

### ***Implementation Challenges (15 points possible)***

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

Boys & Girls Clubs of Western Pennsylvania's team of experienced teen-focused professionals currently deploy grassroots techniques, such as direct calling, door-to-door outreach, and other measures to connect directly with teenagers, their teachers, and their families to recruit more members to The Club Teen Center, and they will continue to utilize those practices for these proposed programs. In order to retain newly recruited teen members, staff work closely with each individual teen to identify the best program through which to serve them.

If these three programs experience low attendance, staff will also leverage our current partnerships with the Allegheny Intermediate Unit, Remake Learning (BGCWPA is the lead agency for their Computer Science for Pittsburgh working group), Pennsylvania Office of Vocational Rehabilitation (OVR), A+ Schools (BGCWPA is the lead agency for their Literacy Working Group), Foundation of Hope, Will Allen Foundation, Allegheny County Juvenile Probation Office, 20+ school districts and market our programs through these referral pathways. We also actively participate in the Pittsburgh Learning Collaborative Out-of-School-Time meetings and promote our programs to partner organizations throughout the region.

As described above, our successful Teen Outreach Program is offered in several school districts across the county. As a result, staff have developed strong relationships with leadership and teachers in each of those schools. We will work closely with those individuals to recruit teens who might be interested in and benefit from our teen programs.

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

Our staff are trained in trauma-informed care, behavior management, and restorative practices. With years of experience working with this population, our staff is able to work with individual youth on behavioral and mental health issues. If a particular teen is in need of services beyond

## **RFP for Teen Programming**

what Boys & Girls Clubs of Western Pennsylvania (BGCWPA) can offer, staff will connect them to resources available in the community, leveraging our partnerships and the networks of our staff who have decades of experience.

BGCWPA is a founding member of the Teen Mental Health Collaborative led by the Jewish Healthcare Foundation, the goal of which is to “integrate mental wellness programming into their initiatives and collectively address the ongoing teen mental health crisis during the COVID-19 pandemic.” The coalition is actively developing strategies to address the teen mental health crisis, ensure that teen voices are prominently centered in this work, and advocate for policy change in this area. Membership in this coalition helps to amplify the organization’s voice in this realm and helps to deepen our connection to service providers who can assist the teens BGCWPA serves, at a time when we need it the most.

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?

Our teen program staff can refer families in need of support and resources to our partners and other organizations in the community, relying on their networks and knowledge of the landscape of government agencies, nonprofit organizations, and other providers. Conversations with hundreds of family members of the youth we serve as part of the organization’s Bold Plays Strategic Plan revealed the need to engage the entire family so the organization is exploring ways to creatively serve the parents and guardians of the youth we serve. If parents and guardians of the youth we serve commonly express a particular type of resource or support that they need, the organization will identify ways to address it internally.

During the COVID-19 pandemic, our organization shifted its model to “Club on the Go,” and through that model, we distributed 350,000 meals to youth and their families and delivered critical items, including food, hygiene products, and more, to over 5,000 families throughout the region.

### ***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.

## RFP for Teen Programming

<b>Personnel</b>	Manager of Teen Programs (.75 FTE)	\$	39,000.00	
	Teen Coordinator (.5 FTE)	\$	20,000.00	
	Teen Coordinator (.5 FTE)	\$	20,000.00	
	Teen Coordinator (FTE)	\$	40,000.00	
	Fringe Benefits	\$	13,275.00	
	<b>TOTAL PERSONNEL</b>	\$	132,275.00	
<b>Operating Expense</b>	Supplies (Office supplies, furniture for Shadyside space, sports equipment, incentives, food and snacks)	\$	25,000.00	
	Specialty Programs and Events	\$	10,000.00	
	Bus Tickets	\$	2,500.00	
	Start-up Costs for Downtown Clubhouse Space	\$	15,000.00	
	Teen Influencer Council	\$	5,000.00	
	<b>TOTAL OPERATING COSTS</b>	\$	57,500.00	
	<b>Administration</b>	Director of Teen and Support Services (.15 FTE)	\$	13,390.00
		Marketing Staff (.1FTE)	\$	5,500.00
Fringe Benefits		\$	4,250.25	
<b>TOTAL ADMINISTRATION</b>		\$	23,140.25	
<b>Indirect Costs</b>	<b>TOTAL INDIRECT COSTS</b>	\$	21,291.53	
<b>TOTAL</b>		\$	234,206.78	

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

-The proposed budget includes three-quarters of the salary for a full-time Manager of Teen Programs to provide oversight, guidance, and support to the Teen Coordinators who are carrying out the teen programming at our Shadyside and Lawrenceville neighborhoods and at Passport Charter Academy in Downtown Pittsburgh. The Manager of Teen Programs also leads recruiting efforts and runs programs alongside the Teen Coordinators.

-The budget also includes half of the salary for two Teen Coordinators and the full salary for another Teen Coordinator who will design and carry out programming in the Clubhouses and at Passport Charter Academy.

-Set at a 22.5% rate for all positions, fringe benefits for the four aforementioned positions will be covered at a prorated amount, based on the percentage of salary covered.

-Supplies, including office supplies, program materials, sports equipment, incentives, food/snacks, and furniture costs to build out the Shadyside Clubhouse for teen participants, will help to ensure an effective program.

-A portion of the budget will cover the costs of offering specialty programming, such as bringing in instructors and necessary equipment and materials, and hosting events, such as teen dance nights, celebrations, and field trips.

## **RFP for Teen Programming**

- Covering the cost of bus tickets and passes will ensure that teens can reach our programming in Shadyside and Lawrenceville and at Passport Charter Academy, all of which are easily accessible via public transit from many high-need communities.
- Funds allocated to the Downtown Clubhouse Startup will cover costs, such as furniture (soft surface seating, tables, chairs, etc.), rolling TV and cart, Google Chromebooks, gaming items like ping pong, cornhole, etc.
- Funds allocated to the Teen Influencer Council line item will cover the costs associated with formalizing this body designed to recruit peers and develop programming with teen voice. Costs include supplies, incentives to be used as giveaways and marketing tools, and marketing materials.
- Under the Administration category, funds will be used to cover 15% of the salary of the Director of Teen and Support, who will supervise BGCWPA's DHS-funded teen programming, provide oversight of the entire teen team, and report to Allegheny County on attendance and other metrics. Funds will also be used to cover 10% of the salary of a Marketing Manager who will help to promote and advertise teen programming using social media and through partners. The Marketing Manager will also assist with administrative support for the Teen Influencer Council. Prorated fringe benefits will also be provided to these two positions.
- 10% de minimis rate for indirect costs



PASSPORT ACADEMY  
CHARTER SCHOOL

**#WATS**

February 16, 2022

Allegheny County Department of Human Services  
Human Services Building  
One Smithfield Street  
Fourth Floor  
Pittsburgh, PA 15222

Members of the Review Committee:

Please accept this correspondence as Passport Charter Academy's official letter of commitment for Boys & Girls Clubs of Western Pennsylvania's (BGCWPA) proposal to the Allegheny County Department of Human Services for Teen Programming.

As part of their proposal, Passport Charter Academy will be allowing BGCWPA to utilize within our school building at 933 Penn Avenue in Downtown Pittsburgh to conduct their innovative and creative teen programming, free of charge. We know firsthand that our students need this type of engaging, fun, and enriching programming, especially as we recover from the impact of the COVID-19 pandemic.

Thank you in advance for your consideration. Should you need any further information, please contact me directly.

Sincerely,

**Joe Oliphant**  
Principal/CEO

Passport Academy Charter School

