



Allegheny County Department of Human Services

RFP Response Form

RFP for Teen Programming

PROPOSER INFORMATION

Proposer Name: Casa San Jose

Authorized Representative Name & Title: Karen Stoila, Development and Finance Director.

Address: 2116 Broadway Ave Pittsburgh PA 15216

Telephone: 412-343-3111

Email: srkaren@casasanjose.org

Website: casasanjose.org

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

Date Incorporated: 2014

Partners included in this Proposal: Iota Phi Foundation

How did you hear about this RFP? *Please be specific.* DHS RFP Listserve

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	Monica Ruiz	[REDACTED]	[REDACTED]
Contract Processing Contact	Karen Stoila	[REDACTED]	[REDACTED]
Chief Information Officer	Sebastian Garetto	[REDACTED]	[REDACTED]
Chief Financial Officer	Karen Stoila	[REDACTED]	[REDACTED]
MPER Contact*	Karen Stoila	[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.
Attached

Board Chairperson Name & Title: : Patricia Documet, MD, DrPH, Associate Professor, Behavioral and Community Health Sciences Associate Professor, Clinical and Translational Science, Scientific Director, Center for Health Equity, Associate Director, Evaluation Institute, Associate Professor, Center for Latin American Studies

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.*

Vivian Varlotta, Spanish Teacher/Latin American Student Union Sponsor Brashear High School PPS, [REDACTED]

Dr Maya Ragavan, Assistant Professor of Pediatrics, University of Pittsburgh and UPMC Children's Hospital of Pittsburgh, [REDACTED]

Caitlin McNulty, Executive Director Brookline Teen Outreach, [REDACTED]
[REDACTED]

PROPOSAL INFORMATION

Date Submitted 3/1/2022

Amount Requested: \$87,000

CERTIFICATION

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

RFP for Teen Programming

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 including examples of ways in which your organization connects with teens.

Casa San Jose has been operating Jovenes con Proposito, a high school aged teen youth program, since 2018. Currently, Casa runs two programs with teens Jovenes con Proposito and Future of Latino Youth (FLY). Jovenes is an in-school and afterschool program at Brashear High School, with a focus on academic support, identifying youth who in need of basic services, and working on advocacy and self-expression. FLY, launched in 2020, is a youth-led leadership development and advocacy-focused program for Latino youth in Pittsburgh. FLY develops opportunities for youth participants to create self-directed initiatives that can support solutions to issues impacting their lives and community. In Spring 2022, Casa will be launching a teen-focused program, in collaboration with Iota Phi Foundation, bringing together Black and Latino youth in Pittsburgh to help foster unity among the communities and expose youth to different cultures.

Casa San Jose's teen programs engage youth through a variety of recreational, artistic, and cultural opportunities. While we provide academic, ESL, and tutoring support, particularly during in-school programming, our out-of-school programs have a focus on creating social bonds among Latino youth, exposing youth to new experiences, providing leadership development and advocacy training opportunities, and creating safe spaces for youth to express themselves. Casa has seen success in engaging teens through programs that are hands-on and provide youth with activities and new experiences including: cooking classes, glass blowing classes, outdoor recreation opportunities, etc. These opportunities also help create spaces where teens feel comfortable having discussions while working on different activities. Casa understands the importance of having programs that cater to the interests of teens while creating new opportunities. New experiences force participants to be vulnerable and help create group unity without the pressure of forced conversations. Our programs are not the same every year and we are aware of the need to be able to design engaging programs while keeping in mind the interests of our group.

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

Casa San Jose is one of the longest Latino-serving organizations in Allegheny County and we have been working with the Latino community since 2013. Casa works with clients who are mostly low-income Latino individuals and families, non-English speakers, recent immigrant arrivals, and Latinos of mixed-immigration status. We also work with DACA recipients and immigrants who have been in the country for many years.

Individuals who come to Casa are met by Casa's qualified staff of caring professionals who have the language skills and cultural knowledge to help people going through the extremely difficult process of establishing a new life in a new country while not understanding the language or the legal, social and health systems. We understand the unique needs of the Latino community and have built an organization that listens to the community and where Latinos can come to access a wider range of services, resources, and better understand local public systems.

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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.

Casa San Jose is committed to creating welcoming communities where all people, regardless of nationality, language, or color are accepted and celebrated. As stated in Casa San Jose's employee handbook: "Casa San Jose believes in treating each person with dignity and respect and allowing them the right of self-determination. We are committed to developing the leadership potential of each person who needs our services. We desire that every employee will not only carry out the work responsibilities of Casa San Jose, but also demonstrate the spirit of care which serves the needs of the clients."

All our staff understand the importance of treating each individual with dignity and respecting their choices. We believe that being a welcoming organization means welcoming everybody and we serve all individuals regardless of race, ethnicity, sexual orientation, SOGIE, intellectual or physical ability, English language proficiency or life experiences.

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.

Casa San Jose, in collaboration with Iota Phi Foundation, is launching a weekend program for Black and Latino high school youth to create unity between communities, expose youth from disadvantaged communities to new experiences, and create safe spaces for teens to learn self-expression and create social bonds.

The program will be a weekend program for high school aged youth with a target attendance of 20-30 youth. Students will meet Saturdays from late morning until early afternoon (10am-2pm) at Anderson Manor, located in the north side of Pittsburgh. Youth will participate in activities that will encourage them to identify similarities among cultures, celebrate and respect each other's cultures, create safe spaces for youth to have meaningful interactions and create social bonds, and provide creative activities to help youth find a common language through art, music, and food. Youth will also participate in life coaching workshops to adopt healthy outlets for self-expression and emotional management, and leadership development workshops to help find their voices as advocates and activists to catalyze change in their schools and communities. Program activities include:

-Cooking and Nutrition: access to healthy and nutritious food has long been an issue among both Black and Latino communities. Additionally, food represents an important cultural aspect for both communities. As part of the program, youth will participate in cooking and nutrition classes where they will learn about healthy foods and prepare foods from each other's cultures. We will use food and cooking as an opportunity to explore culture and history and help develop healthy

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habits. We will also be inviting parents to participate in some of the cooking classes to encourage entire family participation in different aspects of our program.

-Music: music represents an important aspect for both cultures and can be used as an avenue for cultural appreciation and emotional expression for youth. We will provide opportunities for students to learn from musicians in Pittsburgh, learn about the history of music, and expose youth to different instruments and musical styles. Music will be used as a form of relaxation, an avenue for emotional expression, and an opportunity for youth to connect with each other.

-Art: we will provide youth opportunities to create visual art in different mediums and meet with different artists from Pittsburgh. We intend on featuring BIPOC artist to showcase their talents and discuss their life experiences. Students will be able to display their art for family and friends at celebration events.

-Leadership and advocacy: we will provide leadership development training and youth advocacy training to help youth understand how to become community advocates and the power they have. This will be an opportunity for youth to understand the strength they have together and gain the skills and tools to raise their voice. Specific training will be decided in conjunction with youth participants and will be based on their interests.

-Family Participation: We will provide opportunities for families to come together and participate in programs with their children. Some of the cooking classes will be open to families and staff will work with families to encourage attendance at these sessions. Through cooking classes, parents will learn about the program their children participate in, create family bonds, and encourage social experiences among all participants. We will also hold a family and friends festival at the end of each session (spring, summer, fall, etc) to celebrate the end of the program session, allow youth to display their work, and create social opportunities for both communities to come together and celebrate each other.

-Meals and Transportation: We will provide lunch and a snack for all participants and facilitate transportation to ensure all interested youth can participate in the program.

-Participant Cost: this program will be offered at no cost to families

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

Casa San Jose youth staff has experience working with teens, including BIPOC teens, and creating safe spaces for youth to have meaningful conversations that help create deep social bonds. The program will be at Anderson Manor, a welcoming and inviting space with a beautiful outdoor courtyard, to allow youth to enjoy the outdoors and have a place they feel welcomed in. By holding it outside of Casa San Jose, we allow teens from both cultures to be on neutral space and be open to new experiences. We will rent the space for the entire duration of our Saturday program, giving us a dedicated space for teens to spend the day.

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Casa and Iota Phi Foundation will provide transportation either with our own vans or chartered buses. This allows teens to bond and ensure they have a safe mode of transportation to program locations. Program staff, from Iota Phi and Casa San Jose, have shared life experience with the teens, and can connect with the youth to help create spaces where teens have mutual respect, where they feel comfortable having difficult conversations, and where everyone is accepted for who they are.

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

Our program will provide a safe space to participate in new activities, use art as a form of expression, and meet with professional BIPOC community members in the artistic fields. We are providing teens with new experiences, giving them the space to be honest with each other and find common ground in the uncomfortableness and excitement that a new opportunity represents. For example, taking the youth ice skating, a sport most of them had never tried, was an excellent opportunity for youth to interact with each other, have fun, help each other in learning a new activity, have the chance to be silly and lean on each other for support. Activities and opportunities that provide a chance to interact without forced conversations help forge social bonds and trust and create a fun and supportive atmosphere. Artistic activities, an important part of our program, also give teens an outlet to express themselves through art and express their feelings with something other than spoken words. Seeing their final work is an empowering moment and gives them a sense of pride in their ability, while helping build connections.

Through our guest speakers and volunteers (musicians, visual artists, chefs, etc), teens get the opportunity to interact with peers and adults who demonstrate achievement in their field, who have taken different paths in life towards their own success, and who can be role models for them. During programs we give opportunities for speakers and teens to get know each other one-on-one and learn about each other lives experiences.

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

We are creating a fun program that provides opportunities for new experiences that many of our youth have never experiences. We are also encouraging cultural and emotional expressions through music, art, and cooking, which are all very appealing to teens. The program is not a typical academic/afterschool program, we are mindful of the population that we serve and aware that we need to consider their culture, background, and needs. We will work in collaboration with Iota Phi Foundation to recruit Black and Latino youth, engage participant and families, and work with our youth to identify activities and projects they want to explore.

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

Casa San Jose advertises our programs through our social media sites (we have a combined 9,000 followers), we send messages through our private WhatsApp group letting parents know of programs, advertise programs during our virtual community meetings Tardes con Casa, and Casa's staff refers parents of children to our Youth Staff.

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Casa will advertise our program through our two in-school programs at Brashear HS and Moon Area HS to recruit participants. Additionally, we will rely on our on-going FLY program (youth-led advocacy program) to spread the word about the program and recruit participants.

Iota Phi Foundation runs an afterschool program for Black students, and they routinely hold community events for the Black community. They can advertise the programs through word of mouth, social media posts, and providing information to participants of other youth programs. They will be leveraging their position as a known organization in the community to recruit participants and help plan events.

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.

Casa has two Youth Specialists dedicated to developing and implementing all our youth programs. We will be hiring an additional Youth Specialist to support our expanding Youth Programs and a part-time coordinator dedicated to facilitating the proposed Teen Program. Our youth specialists are Latinos who grew up in the US and have spent time living in Latin America and Latino communities across the US. They have the life experiences, cultural awareness, and language skills necessary to work with Latino youth who are dealing with having immigrated recently, who may have limited English skills, and who are navigating their dual identity as Latinos and Americans in Pittsburgh.

When hiring new youth staff, we look for staff that have experience working with BIPOC communities, who understand the unique needs of teens from BIPOC communities and the struggles they face in their lives. We also look for people who are willing to take on challenges and can come up with creative solutions to programs.

The staff of Casa San Jose and Iota Phi Foundation are a racially diverse group of people, representative of the communities we serve, from diverse socioeconomic backgrounds, and who have a diverse set of life experience that will help them connect with the teens.

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).

This program will set teens in a positive trajectory by helping create unity among BIPOC youth and families, exposing participants to new cultures, and exposing them to BIPOC adult community members who have succeeded in a variety of professional fields.

We will provide team building activities and expose teens to new experiences to help them identify their leadership potential and see their own value as members of our community. This will encourage youth step outside of their comfort zone, create meaningful social bonds, help them identify positive ways to use their voices, and harness their power to create change in their communities, neighborhoods, and schools. The program will also focus on positive and healthy outlets for emotional expression and self-expression through art.

We hope to provide a place where youth can be vulnerable, feel loved, celebrate their heritage, and appreciate each other's cultures. Teens will gain socioemotional skills, healthy expression

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of their feelings and emotions, learn to deal with new and uncomfortable situations, and gain awareness about their own power. We hope participants come out of this program with friends, lifelong experiences, and a desire to drive positive change in their communities.

Implementation Challenges (15 points possible)

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

At times of low attendance, we will work to identify what is driving low attendance and respond by restructuring the program to increase attendance and facilitating activities that are engaging. Casa's staff can hold "listening" sessions with youth and parents, allowing them to provide feedback and understand what is driving low attendance. Additionally, staff will connect with youth individually to have open conversations about our programs and what they feel is lacking. In 2020, following the switch to online programming due to the Pandemic, Casa noticed a decrease in interest and engagement among high school students. This extended to both school participation and participation in Jovenes. Casa's staff held some "listening" sessions, working in small groups or meeting one-on-one with youth to understand what was driving the decrease in attendance. Casa's Youth Staff also held internal meetings to determine how best to engage the youth. From these sessions, we identified that varying activities, new experiences (learning to play an instrument, going for outdoor hikes), and hands-on activities (cooking classes, glassblowing, etc.) worked best for our youth.

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

Casa San Jose has a Mental Health Support program staffed by a qualified Mental Health Coordinator. Our Coordinator can provide assessments and screenings, identify qualified licensed professionals that can provide therapy, and facilitate access to therapy. Casa provides services for adults and youth through our Mental Health Program and already works with several youth who struggle with behavioral or mental health issues.

All of Casa's staff is trained in responding to mental health emergencies and accessing appropriate resources in the case of emergencies. Additionally, Casa's Executive Director has a background in mental health and a master's in social work and can provide support and advice in these issues.

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?

Casa San Jose provides wrap-around services for families and individuals. Our programs range from helping meet basic needs (food insecurity, housing insecurity, mental health, health care access, emergency needs, etc.) to programs that help build strong communities (support groups, social groups, advocacy training, etc.). Casa staff is continuously working to ensure families have all their needs met and access appropriate resources through our own programs and available public programs.

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If a parent or family needs help, Youth Staff will connect them with the appropriate staff or coordinators at Casa to ensure their needs are met. Director of Program follows up with families to provide any additional support.

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.

-\$25,000: Youth Staff salary and benefits

-\$5,000: partial salary for Casa San Jose Deputy Director

-\$25,000: salaries for Iota Phi Foundation staff

-\$10,000: food

-\$10,000: for program materials and fees

-\$5,000: transportation

-\$7,000: rent

Total Yearly Program Cost = \$87,000

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

-Salaries for Casa San Jose part-time Youth Specialist who will lead and facilitate the weekend program. This staff will coordinate with Iota Phi Foundation, plan activities, and attend all weekend sessions (\$25,000)

-Partial salary for Casa San Jose Deputy Director who will oversee and supervise the program, meet with part-time Youth Specialist, and provide program support as needed. (\$5,000)

-Salaries for Iota Phi Foundation's Executive Directors and program coordinator who will oversee and facilitate program in collaboration with Casa (\$25,000)

-Food for participants, who will receive lunch and snack. This also includes food supplies needed for cooking classes, and food for large community/family weekend events (\$10,000)

-Program materials and fees: supplies needed for music, art, and any other activities. This also includes covering fees for any outside vendor, any speakers that may come to the program, or fees for outside activities (ice skating, ropes courses, kayaking, etc.) (\$10,000)

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-Transportation to the program. We will be working with youth and families from different neighborhoods in Pittsburgh and will provide transportation for any of those who need it (\$5,000).

-Rent for weekend rental at Anderson Manor on Saturdays (\$7,000)

IOTA PHI FOUNDATION

Committed to improving the quality of life for people throughout the greater Pittsburgh community through leadership, service and scholarship

A 501 (c)(3) Non-profit Corporation

February 1, 2022

To whom it may concern,

The Iota Phi Foundation is pleased to offer this letter of support to Casa San Jose's grant application as we collectively move forward with a strategic and intentional program that will strengthen relationships between Black and Latino communities.

Together, we will utilize our strong reputations and connections within the communities we serve to build a sense of community among Black and Latino youth who experience some of the same barriers and struggles within the City of Pittsburgh. The interactive design of this program will provide unique cross cultural learning experiences and serve as a platform for lifelong bonds to be forged. It will also provide the parents of the youth within the program with access to a broader network of support as they pursue a better quality of life for their families.

The Iota Phi Foundation was founded in 1925 in the City of Pittsburgh. We are a brotherhood of approximately 200 college-educated African American men dedicating our passion, expertise, and resources to improve the quality of life of the greater Pittsburgh region by empowering at-risk youth, families and communities. Our vision is to use our rich tradition and intergenerational network to create relationships and programs that transform communities throughout Western Pennsylvania.

As a key stakeholder in this project, I believe this is an amazing opportunity to build bridges between Black and Latino communities. Casa San Jose has been a great partner of the Iota Phi Foundation and we consider it an honor to take this journey with them. Please feel free to contact me if you have any additional questions.

Sincerely,



Dr. Rahmon Hart Sr.
Chairman/CEO

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IotaPhiFoundationChair@gmail.com

WWW.IOTAPHIFOUNDATION.ORG