



Allegheny County Department of Human Services

RFP Response Form

RFP for Teen Programming

PROPOSER INFORMATION

Proposer Name: Manchester Craftsmen’s Guild

Authorized Representative Name & Title: Kevin L. Jenkins, L.S.W., President and Chief Executive Officer

Address: 1815 Metropolitan Street, Pittsburgh, PA 15233

Telephone: [REDACTED]

Email: kjenkins@manchesterbidwell.org

Website: <https://www.mcgyouthandarts.org/>

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

Date Incorporated: April 7, 1970

Partners included in this Proposal: Pittsburgh Public Schools, Holy Family Institute, City Connections, Pressley Ridge, Friendship Academy, Passport Academy, Propel Schools, other Allegheny County school districts

How did you hear about this RFP? *Please be specific.* Tylor Hart, Out of School Time Manager, Allegheny County Department of Children Initiatives

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	Kevin L. Jenkins, L.S.W.	[REDACTED]	[REDACTED]
Contract Processing Contact	Justin Mazzei	[REDACTED]	[REDACTED]
Chief Information Officer	Mara Bruce	[REDACTED]	[REDACTED]
Chief Financial Officer	Mara Bruce	[REDACTED]	[REDACTED]

RFP for Teen Programming

MPER Contact*	Jill Wiggins	[REDACTED]	[REDACTED]
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* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

BOARD INFORMATION

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

Please see attached list.

Board Chairperson Name & Title: Gregory B. Jordan, Executive Vice President and General Counsel, The PNC Financial Services Group

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.*

1. Christina Unitas, Coordinator, Visual Arts and Design at Pittsburgh Public Schools, [REDACTED]

2. Gayle Bair, Instructional Coordinator at Pittsburgh Public Schools, [REDACTED]

3. Ronald Zangaro, Director of Education at Holy Family Institute, [REDACTED]

PROPOSAL INFORMATION

Date Submitted 3/1/2022

RFP for Teen Programming

Amount Requested: \$375,000

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:

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.

Each year, Manchester Craftsmen’s Guild (MCG) Youth & Arts works to inspire creativity, learning, and personal growth through the arts. MCG Youth & Arts served 358 unique youth in school-day, afterschool, and summer programs in 2021. Of that total, 250 individual teens participated in the afterschool Apprenticeship Training Program (ATP). MCG Youth & Arts also provided alternative school day programming to 63 students from Holy Family Institute, Pressley Ridge Day School, Friendship Academy, and Pittsburgh Public Schools’ City Connections. MCG Youth & Arts creative youth development courses are offered in four studios – ceramics, photography, design arts, and digital arts.

Teens from 23 different schools enrolled in ATP in 2021. ATP serves students in grades nine through 12. Demographically, MCG Youth & Arts’ afterschool participants were 42 percent African American, 38 percent Caucasian, 12 percent multi-Racial, 4 percent Hispanic/Latinx, 2 percent Asian/Pacific Islander, and 2 percent self-identified as “Other.” The gender identity makeup of ATP students in 2021 was 68 percent female, 28 percent male, and 4 percent nonbinary.

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

Significantly, 47 percent of ATP participants in 2021 came from neighborhoods that are considered to have a moderate to extreme economic disadvantage by the Pittsburgh Neighborhood Project. The Pittsburgh Neighborhood Project defines economic disadvantage as a “collection of entrenched challenges, stressors (risk factors) and unequal conditions that some people are born into that are beyond their control, limit their opportunity and cause a wide range of adverse outcomes.” These variables include: percentage of families living below the federal poverty line; percentage of single mothers; and percentage of men ages 20-64 unemployed or unattached to the labor force, among others.

MCG Youth & Arts’ alternative school day program (ASP) is based on the art course curriculum of ATP and takes place in MCG Youth & Arts’ four studios. The population served through ASP includes teens who have been remanded to care and benefit from an alternative educational setting for behavioral, familial or developmental reasons. ASP students may attend Studio Seminars at MCG Youth & Arts after school on Fridays during which they can explore alternative studios and processes as a complement to their school day.

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.

MCG Youth & Arts utilizes the arts to remind youth and teens of their inherent worth and operates under three fundamental principles: 1) people thrive when they are treated as assets; 2)

RFP for Teen Programming

environment shapes behavior; and 3) creativity fuels innovation. MCG Youth & Arts eliminates barriers to all programming by providing it at no-cost to students and their families and providing art enrichment to students from schools where arts programs have been reduced or cut. Programming at MCG Youth & Arts is centered around the youth voice and provides students with the opportunity to engage with culturally significant artists in Pittsburgh. Through the creative youth development arts courses, teens will be encouraged to express themselves on relevant topics such as race, gender, and equity.

MCG Youth & Arts is committed to providing programming to all individuals regardless of their race, ethnicity, sexual orientation, gender identity and expression, intellectual or physical ability, English language proficiency, or life experiences. Programming is provided in an ADA accessible building.

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.

MCG Youth & Arts grew out of riots that shook Pittsburgh after the assassination of Martin Luther King, Jr. in 1968. Founder and CEO William E. Strickland, Jr. saw his already-troubled neighborhood of Manchester falling into deeper conflict in a time of upheaval. Especially concerned for youth in his community, Strickland believed that his own life-changing experience with an influential teacher-turned-mentor could be reproduced to help other youth in his neighborhood. Today, MCG Youth & Arts serves approximately 500 youth annually through its programming, which is provided at no cost to participants.

The mission of MCG Youth & Arts is to inspire creativity, learning, and personal growth through the arts. The proposed programming includes MCG Youth & Arts' ATP, ASP, and Summer Studios. Each of these programs serves teens from Pittsburgh and the surrounding communities and provides access to caring instruction and well-equipped studios for ceramics, photography, design, and digital arts with a focus on additive production (e.g., 3D printing), all at no cost to participants. In addition to valuable art skills, youth develop project management and collaboration skills, improve critical thinking abilities, are introduced to important artistic theories, and develop a life-long love of learning and the arts. Additionally, a full slate of visiting internationally acclaimed artists exhibit their pieces and interact with the students via workshops and artist talks. ATP is MCG Youth & Arts' flagship after-school program. ASP is provided during the school day to students in alternative educational settings for behavioral, familial or developmental reasons. Summer Studios consists of three two-week sessions held during the day Monday through Friday and offered to students grades five through 12.

ATP, ASP, and Summer Studios address the need for equitable access to creative youth development programming for all students. Arts environments encourage teens to communicate, to take responsibility, to be leaders, to master complex learning strategies, to be flexible, and to

RFP for Teen Programming

think critically about process and outcome. Intensive involvement and exposure to the arts has been found to correlate strongly with higher academic achievement— a clear precursor of many higher-paying, professionally rewarding jobs (NEA, 2012).

To complement its afterschool offerings and to inform participants about post-secondary opportunities MCG Youth & Arts has built an extensive college and career program which provides opportunities for all ATP-enrolled students to develop soft skills, meet with college representatives, visit college campuses, and participate in workshops focused on topics ranging from financial aid, goal-setting, college and career readiness, and alternative career pathways. In 2021 MCG Youth & Arts hosted its annual Scholarship Night event where students and their families met with representatives from colleges that provide exclusive scholarships for MCG students.

ATP is held in-person during the afterschool hours of 3:00 pm to 5:30 pm Monday through Friday at MCG Youth & Arts in Pittsburgh's North side neighborhood. Students are transported from schools to MCG Youth & Arts by school buses and are provided with transportation tickets for use on public buses by MCG Youth & Arts. At the end of the day, Pittsburgh Public School District (PPS) students are shuttled from the MCG Youth & Arts building to downtown Pittsburgh and use the bus passes to travel home to their various neighborhoods.

The course curriculum for ATP, ASP, and Summer Studios is informed by the perspective of the participating students. MCG Youth & Arts regularly administers surveys to gauge student interest in course topics and programming. MCG Youth & Arts also benefits from the guidance of the Student Experience Advisory Team (SEAT) that is comprised of teen students that are consulted on the direction and theme of course programming. MCG Youth & Arts recently created the Youth Arts Advisory Council that will serve as an advisory Board for the organization. The Youth Arts Advisory Council will be made up of art professionals, members of the philanthropic community, technology sector professionals, and members of SEAT. The curriculum of MCG Youth & Arts' programming is built around a competency framework that outlines an upward trajectory for teens to gain skills in personal, artistic, future-ready, and civic goals as they progress each year through MCG Youth & Arts.

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

MCG Youth & Arts' facility is located in the North Side neighborhood of Pittsburgh and houses a dedicated studio and design space for each of the following mediums: ceramics, photography, design arts, and digital arts. Industry-standard technology and equipment is utilized in each studio. The teaching artists and studios reflect one of MCG's founding principles - environment shapes behavior. MCG Youth & Arts' programming is designed to open the creative potential of Pittsburgh-area youth while teaching in a safe and encouraging environment.

Every individual who enters the MCG Youth & Arts building must sign in with the receptionist and identify the purpose of their visit. Additionally, all students are provided an MCG Youth & Arts photo ID card that they present to the receptionist each time they arrive on-site. Manchester

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Bidwell Corporation, MCG Youth & Arts' parent organization, employs security personnel to monitor the building. MCG Youth & Arts' staff greets all students with an initial touchpoint in the MCG Youth & Arts common area where students are encouraged to feel welcome and safe. Teens are encouraged to engage in open communication with MCG Youth & Arts' staff and share any concerns or problems.

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

MCG Youth & Arts employs professional artists to teach classes, mentor students, and help youth to identify their aspirations and plan for their futures. Youth are also introduced to nationally and internationally renowned visiting artists who exhibit their work onsite, conduct student workshops, and provide artist lectures.

A large component of MCG Youth & Arts' programming is collaborating with local Pittsburgh artists and arts organizations to offer students unique and immersive experiences. MCG Youth & Arts regularly works with local artists and arts organizations to provide students with field trips, workshops, and special events as part of ATP, ASP, and Summer Studios. Additionally, the families and teachers of teen students are an important part of MCG Youth & Arts' programming and continue to be instrumental in encouraging new students to enroll in courses at MCG Youth & Arts. Events such as Family Night and the annual MCG Invitational serve as an opportunity for family and members of the community to celebrate the accomplishments and progress of the students.

MCG Youth & Arts collaborated with more than 10 regional artists over the past year who specialize in specific classes and art processes. These partnerships included the Archie Bray Foundation for Ceramic Arts, the Pittsburgh-area Soil Sisters, and acclaimed anime voice actor Darren Dunstan. MCG Youth & Arts students were provided access to professionals in the areas of arts, creative design, agriculture, and even food security through these collaborations.

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

As a valued community resource for over 50 years, MCG Youth & Arts has continued to provide programming tailored to the students served. As far back as 1997 MCG Youth & Arts' leadership recognized the importance of digital media to participants' future and added media arts and computer imaging to its program offerings. Since then, technology has been incorporated into each studio at MCG Youth & Arts. Youth students get the opportunity to learn how to utilize cutting-edge technology and produce items all by their creation. Winter 2022 ATP Course offerings include: "Laser Cut Wearables," "Darkroom Mania," and "Illustrating Your Story." Programming at MCG Youth & Arts is an opportunity for true self-expression for students. According to a study published in the Journal of Public Mental Health, arts and cultural engagement benefits a wider population by reducing depression incidence. (Elsden E. and Roe B., 2020) This research suggests that engaging with the arts in some fashion can decrease mental and emotional distress. Considering the additional stress, anxiety, and disruption to their

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education that students faced and continue to cope with during the pandemic, this correlation is especially significant.

ATP has very high retention rates. On average, 70 percent or more of youth who enroll in the afterschool program complete the course with attendance of 70 percent or better. High retention maximizes what young people can learn. Program characteristics that keep youth engaged in ATP include low youth-to-teacher ratios to allow for meaningful mentoring relationships.

Additionally, each year MCG Youth & Arts hosts the MCG Invitational - a juried arts exhibition where talented students from Pittsburgh Public Schools compete for cash awards, prizes, and post-secondary education scholarships. By providing this opportunity, the MCG Invitational highlights creative talent, rewards achievement, and encourages hope among those who might otherwise be overlooked. The MCG Invitational seeks to recognize excellence and extol achievement demonstrated by youth in urban and economically disadvantaged communities. The 2021 MCG Invitational and All-City Arts Exhibition received over 450 pieces of artwork for this year's Invitational and provided over \$175,000 in scholarships, workshop, and cash awards to students.

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

As a Pittsburgh Public Schools (PPS) Partner for Afterschool Programming, MCG Youth & Arts is included in the school system's resources for students and parents and is included on the PPS list of out-of-school-time programs. Similarly, MCG Youth & Arts is a member of APOST (Allegheny Partners for Out-Of-School Time) and is included on its list of programs. Finally, MCG Youth & Arts' teaching artists visit schools during the school day to present in classrooms on the different programs offered by the organization.

MCG Youth & Arts also markets its programming online by utilizing social media and email campaigns. MCG Youth & Arts recently transitioned to an all-online enrollment process for ATP to make signing up for classes more convenient and accessible for students. MCG Youth & Arts shares videos and photos to social media throughout the year to demonstrate to prospective students the unique hands-on experience offered at MCG Youth & Arts.

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.

MCG Youth & Arts has a staff of 8 full-time employees, including five teaching artists (one with database administration responsibilities), the program coordinator who is responsible for facilitating the Visiting Artist program, the executive director, and an executive assistant. MCG Youth & Arts employs teaching artists who share a lived experience with the teens served through ATP, ASP, and Summer Studios. MCG Youth & Arts will host a Fellow in 2022 who will collaborate with MCG Youth & Arts' staff and students through ATP, ASP, and Summer Studios. Marcé Nixon-Washington is an alumna of MCG Youth & Arts and a multi-disciplinary artist with a focus on ceramics. Through this fellowship collaboration with MCG Youth & Arts, she will have the unique opportunity to practice her art and grow her skills while also engaging

RFP for Teen Programming

in a meaningful way with Pittsburgh-area teens. The Fellow program is an opportunity for MCG Youth & Arts students to see themselves reflected in the artist serving as a Fellow.

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).

Surveys of high school seniors who participated in MCG Youth & Arts' ATP and reviews of graduation records show that 97 percent of participants graduated from high school on time in 2021, and 94 percent planned to pursue higher education opportunities. Of these students, 82 percent indicated that they credit MCG Youth & Arts with helping them to pursue post-secondary education. The following are responses to occasional long-form surveys administered during the school year: "[ATP] allowed me to have a positive place to go and support for my emotional needs.;" "MCG helped me become a better artist and consider doing something related to art in the future after college.;" "MCG helped me become independent and responsible;" and "I received encouragement to pursue the arts and validation that I and my art is worth something."

MCG Youth & Arts recently embarked on a partnership with Carlow University and its Master of Arts in Psychology program to incorporate social-emotional learning into ATP and ASP for students. Graduate students from Carlow University offer professional learning sessions and open-door "drop-in" sessions free of charge to students to discuss issues ranging from career and college planning to mental health. Additionally, MCG Youth & Arts staff benefits from professional development workshops on SEL provided by Allegheny Partners for Out-of-School Time (APOST).

MCG Youth & Arts was recently selected to participate in Bloomberg Philanthropies' Arts Innovation and Management (AIM) Program. The program provides MCG Youth & Arts with in-depth consultation from the DeVos Institute of Arts Management on marketing, artistic planning, fundraising, strategic planning, and board development. Over the past year, MCG Youth & Arts' focus in the AIM program has been developing a five-year strategic plan. This program has allowed MCG Youth & Arts to examine current program offerings and course curriculum and make necessary adjustments. Through this program MCG Youth & Arts established a competency framework that outlines four competencies to be gained through MCG Youth & Arts programming. The competency categories are personal (the pursuit of personal growth by expanding self-awareness and emotional maturity), artistic (express meaning through creativity, technical proficiency, and historical and cultural context), future-ready (development of skills and pathways for post-secondary success), and civic (engaging community with empathetic, respectful, and open understanding of the experience of others.)

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Implementation Challenges (15 points possible)

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

MCG Youth & Arts provides multiple access points to programming so that more teens are engaged. Every Monday MCG Youth & Arts hosts College, Career, Life, and Art sessions that allow students to experiment and collaborate among the four art studios. Through these sessions, many students gain an interest for a different medium and then enroll in more courses the following enrollment period. MCG Youth & Arts currently utilizes a wait list for courses as part of the enrollment process. By using a wait list, more students can access a course if attendance drops during the semester. MCG Youth & Arts also tracks real-time data and measures student attendance so that any attendance issues can be addressed, and course corrected if possible.

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

MCG Youth & Arts staff regularly participate in training courses and professional development opportunities to best respond to behavioral or mental health issues in students. MCG Youth & Arts teaching artists serve as caring and compassionate adults for students in a crisis situation. MCG Youth & Arts is first and foremost a safe space for teens. MCG Youth & Arts has relationships with local mental health organizations who provide resources and best practices to MCG Youth & Arts staff. MCG Youth & Arts' partnership with Carlow University allows graduate students from their Master of Arts in Psychology program serve as another resource for students experiencing behavioral or mental health issues. If necessary, MCG Youth & Arts will call the Child Crisis Helpline to assist the student. As a last resort, MCG Youth & Arts can employ the established behavior and discipline matrix that all students agree to upon enrollment in programming.

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 situation arose where a parent of a student expressed the need for support outside of MCG Youth & Arts' programming, MCG Youth & Arts staff would offer resources and contact information for applicable support services in the area. Additionally, MCG Youth & Arts fortunately shares a building with its sister organization, Bidwell Training Center, and could refer the parent to one of the career training programs if the issue was related to loss of employment. Bidwell Training Center also offers services to enrolled students who need academic assistance, counseling services, or academic advisement.

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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.

20 - Manchester Craftsmen's Guild
2022-23 budget for DHS

	<u>Apprenticeship Training Program</u>	<u>Summer Institute</u>	<u>Alternative School Program</u>	<u>Total</u>	
Contributed Income					
1	ARAD	157,800.00	22,400.00	24,800.00	205,000.00
2	Foundations	210,000.00	0.00	0.00	210,000.00
3	Corporate/EITC	23,900.00	3,400.00	3,700.00	31,000.00
4	PA Council on the Arts	5,000.00	700.00	800.00	6,500.00
5	Individuals	37,000.00	4,800.00	5,400.00	47,200.00
6	In-kind Transportation	<u>108,900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>108,900.00</u>
	Total Contributed Income	<u>542,600.00</u>	<u>31,300.00</u>	<u>34,700.00</u>	<u>608,600.00</u>
7	Endowment Funding	<u>115,500.00</u>	<u>16,500.00</u>	<u>18,000.00</u>	<u>150,000.00</u>
Earned Income					
8	DHS	<u>304,700.00</u>	<u>29,800.00</u>	<u>40,500.00</u>	<u>375,000.00</u>
	Total Earned Income	<u>304,700.00</u>	<u>29,800.00</u>	<u>40,500.00</u>	<u>375,000.00</u>
	TOTAL INCOME	<u>962,800.00</u>	<u>77,600.00</u>	<u>93,200.00</u>	<u>1,133,600.00</u>
EXPENSES:					
Personnel Costs					
9	Salaries & Wages	252,300.00	45,300.00	50,000.00	347,600.00
10	Payroll Taxes & Fringe Benefits	<u>115,700.00</u>	<u>16,400.00</u>	<u>18,200.00</u>	<u>150,300.00</u>
	Total Personnel Costs	368,000.00	61,700.00	68,200.00	497,900.00
Operating Expenses					
11	Facilities	160,300.00	22,700.00	25,300.00	208,300.00
12	Utilities	1,200.00	200.00	200.00	1,600.00
13	In-kind Transportation	108,900.00	0.00	0.00	108,900.00
14	Other Program Transportation	12,100.00	1,700.00	600.00	14,400.00
15	Program Materials and Supplies	40,700.00	3,400.00	6,000.00	50,100.00
16	Office Supplies	2,100.00	300.00	500.00	2,900.00
17	Contracted/Technical Services	13,200.00	2,000.00	1,700.00	16,900.00
18	Field Trips & Outings	600.00	400.00	0.00	1,000.00
19	Other Operating	<u>4,700.00</u>	<u>600.00</u>	<u>700.00</u>	<u>6,000.00</u>
	Total Operating Expenses	343,800.00	31,300.00	35,000.00	410,100.00
20	Indirect Costs/Shared Services	<u>173,700.00</u>	<u>24,600.00</u>	<u>27,300.00</u>	<u>225,600.00</u>
	Total EXPENSES:	<u>885,500.00</u>	<u>117,600.00</u>	<u>130,500.00</u>	<u>1,133,600.00</u>
	Operating Excess (Deficit)	<u>77,300.00</u>	<u>(40,000.00)</u>	<u>(37,300.00)</u>	<u>0.00</u>

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

Our 2022-23 budget is based on historical actual revenues and expenses, adjusted for projected changes due to inflation and analysis of expected contributions revenue. Explanations and justifications per line item are as follows:

1. ARAD funding based upon 2022 calendar year award.
2. Foundation funding includes reasonably certain recurring grants and in-hand funding restricted for use in fiscal year 2022-23.
3. Corporate/EITC funding is based on funding received during the 2021 EITC funding round.
4. PA Council on the Arts funding is based on recurring annual awards in previous years.
5. Individual contributions include in-hand funding to be spent in fiscal year 2022-23, and reasonably certain contributions.
6. In-kind transportation is based on the cost of transportation services provided in-kind by Pittsburgh Public Schools in the fall of 2021.
7. MCG Youth Endowment distributions.
8. Funding requested from DHS.
9. Salaries and wages are estimates for fiscal year 2022-23, for 8 existing staff members: 4 teaching artists, a program coordinator, 2 administrative staff, and MCG Youth's executive director.
10. Payroll taxes and fringe benefits include group health and other group benefits, based on prior year actual costs.
11. Facility costs include costs of building maintenance shared with other affiliated organizations under the Manchester Bidwell Corporation umbrella, allocated by square footage.
12. Utility costs include postage, telephone, and cleaning services.
13. In-kind transportation provided by Pittsburgh Public Schools (see line 6).
14. Other program transportation includes travel and meal costs for field trips.
15. Program materials and supplies includes arts materials (media, tools, equipment supplies), minor equipment, and software.
16. Office supplies include basic supplies for program coordination and management.
17. Contracted technical services includes artist fees, IT services, audit fees, and printing services.
18. Field trips and outings represents admission fees for field trips.
19. Other operating expenses include dues & subscriptions, financial fees, and interest expense.
20. Indirect costs/shared services include MCG Youth programming's allocated share of Manchester Bidwell affiliate organizations' shared expenses for administration, human resources, finance, IT, marketing, and government relations. Fundraising expenses and depreciation expense are excluded.



February 14, 2022

RFP Evaluation Committee
Allegheny County Department of Human Services
The Human Services Building
One Smithfield Street
Pittsburgh, PA 15222

Dear Evaluation Committee Members:

On behalf of the students at Holy Family-Specialized Learning (HFSL)/Holy Family Institute, I am writing in support of Manchester Craftsmen's Guild Youth and Arts' (MCGY&A) request for program support through ACDHS's Teen Programming RFP. MCGY&A has been a partner to HFI for over 10 years, and we are pleased to extend our continued partnership and support for this application.

HFSL/HFI participates in MCGY&A's Creative Youth Development programming. Through participation in MCGY&A's programs, the learning experience of our students is enhanced considerably, as the programs provide hands-on project-based learning opportunities in an arts-based environment that is not available through HFSL's/HFI typical resources. MCGY&A's innovative programming has always been and continues to be an inspiration to our students, decreasing behavioral incidents and leading to more engaged academic and school performance.

This youth arts engagement provides a welcome opportunity for our students to benefit from MCGY&A's teaching artists, who demonstrate to our students that the arts are not only engaging and inspiring, but also essential to the development of important life skills.

I urge you to give your strongest possible consideration to MCGY&A's proposal. If I may be of further assistance, please contact me.

Sincerely,

Ronald Zangaro
Director of Education
Holy Family-Specialized Learning/Holy Family Institute



February 14, 2022

RFP Evaluation Committee
Allegheny County Department of Human Services
The Human Services Building
One Smithfield Street
Pittsburgh, PA 15222

Dear Evaluation Committee Members:

On behalf of the students and staff of Pittsburgh Public Schools (PPS), I am writing in support of Manchester Craftsmen's Guild Youth and Arts' (MCGY&A) request for program support through ACDHS's Teen Programming RFP. MCGY&A has been a partner to PPS for over 35 years, and we are pleased to extend our continued partnership and support for this application.

PPS continues to participate in MCGY&A's Creative Youth Development programs, which extend to high-school students throughout the district. Through participation in MCGY&A's programs, the learning experience of our students is enhanced considerably, as the programs provide hands-on opportunities in an arts-based environment that is not available through PPS's typical resources. MCGY&A's innovative creative youth development programming has always been and continues to be an inspiration to our students, often leading to improved academic outcomes.

This youth arts engagement provides a welcome opportunity for our high school students to benefit from MCGY&A's exceptional resources, and interaction with MCGY&A's teaching artists, who demonstrate to our students that the arts are not only engaging and inspiring, but also essential to the development of important life skills.

These opportunities for students, families, and teachers include exposure to teaching and visiting artists regionally and nationally. MCGY&A's work aligns with and supports PPS's educational agenda, which aims to accelerate student achievement and ensure that all children achieve excellence and mastery of skills, including integration of academics into real-world learning opportunities.

I urge you to give your strongest possible consideration to MCGY&A's proposal. If I may be of further assistance, please contact me.

Sincerely,

Christina Unitas
Coordinator, Visual Arts & Design

Arts
Education Department

Christina Unitas
Coordinator, Visual Arts and Design
1400 Crucible Street
Pittsburgh, PA 15205

Phone: 412-529-4572
cunitas1@pghboe.net

Parent Hotline:
412-529-HELP (4357)
pghschools.org/arts



RFP Evaluation Committee
Allegheny County Department of Human Services
The Human Services Building
One Smithfield Street
Pittsburgh, PA 15222

Dear Evaluation Committee Members:

On behalf of the students at Pressley Ridge (PR), I am writing in support of Manchester Craftsmen's Guild Youth and Arts' (MCGY&A) request for program support through ACDHS's Teen Programming RFP. MCGY&A has been a partner with PR for over 10 years, and we are pleased to extend our continued partnership and support for this application.

PR participates in MCGY&A's Creative Youth Development programming. Through participation in MCGY&A's program, the learning experience of our students is enhanced considerably, as the programs provide hands-on project-based learning opportunities in an arts-based environment that is not available through PR's typical resources. MCGY&A's innovative programming has always been and continues to be an inspiration to our students, decreasing behavioral incidents and leading to more engaged academic and school performance.

This youth arts engagement provides a welcome opportunity for our students to benefit from MCGY&A's teaching artists, who demonstrate to our students that the arts are not only engaging and inspiring, but also essential to the development of important life skills.

I urge you to give your strongest possible consideration to MCGY&A's proposal. If I may be of further assistance, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. M. L.', written in a cursive style.