



Allegheny County Department of Human Services

# RFP Response Form

## RFP for Community-Led and Community-Operated Informal Mental Health Supports

### PROPOSER INFORMATION

Proposer Name: Center of Life

Authorized Representative Name & Title: Timothy Smith, CEO and Founder

Address: 161 Hazelwood Avenue, Pittsburgh, PA 15207

Telephone: [REDACTED]

Email: [REDACTED]

Website: www.centeroflife.org

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

Date Incorporated: February 28, 2002

Partners included in this Proposal: Only informal partnerships listed in this Proposal

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

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	Timothy Smith	[REDACTED]	[REDACTED]
Contract Processing Contact	Cornelius Martin	[REDACTED]	Neil.martin@centeroflife.org
Chief Information Officer	Meagan Mszyco	[REDACTED]	Meg.mszyco@centeroflife.org
Chief Financial Officer	Samuel McMutrie	[REDACTED]	[REDACTED]
MPER Contact*	Meagan Mszyco	[REDACTED]	Meg.mszyco@centeroflife.org

## **RFP for Community-Led and Community-Operated Informal Mental Health Supports**

*\* 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.

\*Board of Directors Attached

Board Chairperson Name & Title: Paulo Nzambi, Head of School, Imani Christian Academy

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: pnzambi@imaniadmin.org

### **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.*

Bethany Hemingway, Senior Program Officer, Staunton Farm Foundation:  
BHemingway@stauntonfarm.org, [REDACTED]

Senator Jay Costa, State Senator: jay.costa@pasenate.com; 412-241-6690

Michelle Figlar, Vice President for Learning, The Heinz Endowments: mfiglar@heinz.org; [REDACTED]

### **PROPOSAL INFORMATION**

Date Submitted 8/8/2022

Amount Requested: \$129,434.33 per year

### **CERTIFICATION**

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

## **RFP for Community-Led and Community-Operated Informal Mental Health Supports**

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
- At least one letter of support from a community-based organization or community member

### **REQUIREMENTS**

Please respond to the following. The maximum score a Proposal can receive is 125 points. Your response to this section should not exceed 12 pages. (Pages 1-3 are not included in the page count).

## **RFP for Community-Led and Community-Operated Informal Mental Health Supports**

### **Experience and Leadership (25 points possible)**

1. Describe your organization's experience providing services to/in communities that have been marginalized by mainstream systems.

Center of Life (COL) is located at the center of Hazelwood — a riverfront community, which, during the boom years of Pittsburgh's steel industry, was a vibrant area with schools, a business district, and over 13,000 residents. However, as the steel industry declined, and the Jones & Laughlin mill left the neighborhood, so too did the resources available to the fewer than 4,500 present-day residents of Hazelwood. Today, Hazelwood is a community on the rise, as new businesses seek to become tenants on Hazelwood Green. Yet, as new development continues, basic-needs resources that were once in the community such as schools, retailers, grocery stores, decent infrastructure, and doctors' offices are still nonexistent. Furthermore, as prices continue to rise and the prices of real estate and rent skyrocket, Hazelwood residents are forced to choose between paying those prices or moving to a new neighborhood. For the past 20 years, COL has worked hard to fill the voids that Hazelwood community members experience through its core programming.

The Family and Community Engagement program (FCE) provides a wide range of services for both those in the Hazelwood community as well as for those enrolled in COL's afterschool programs. In general, the program offers support to residents and students in the forms of resource connection, crisis support and intervention, school advocacy, home visits, wellness checks, basic needs connection, and resource referrals (Resource referrals are used when program participants' needs are too extreme for our expertise. Examples of this may be the need for shelter, professional evaluations, doctor's appointments, etc.). Due to the lack of resources throughout Hazelwood, many of our program participants are members of marginalized communities such as people of color, low-income households, those affected by the justice system or violence, older adults, individuals with disabilities, and those with physical health and mental health needs.

Throughout the pandemic, FCE expanded in order to provide ongoing crisis support, especially to those within the aforementioned marginalized populations. Due to the pandemic, these already-marginalized populations were now put at severe risk. FCE began to provide emergency meal deliveries, basic needs, and daily wellness checks that reached hundreds of community members who had not previously received services under COL. Through this initiative, we were able to provide essential crisis support on multiple levels to residents such as resource and referral connection, mental wellness support, safety assessments, and connection to services for those at risk of intimate partner violence, and basic needs delivery.

While our food delivery program ended in February, we continue to conduct wellness checks, home visits, crisis support, deliver basic needs, and provide resource referrals to trusted partners. We also have developed a partnership with Duquesne University to establish Community Health

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Workers who also do home visits and work on addressing the physical health needs of community members.

Alongside these efforts, we also run programs that offer social connection, resource connection, and mental wellness. Examples of these are:

- **Chill Sessions** – Chill Sessions are a Black mental wellness support group. This program began online during the pandemic and is now in person. During these sessions, Black community members are invited to be in a safe space to discuss life, stressors, and trauma with the overall goal of destigmatizing mental wellness. These sessions then lead to workforce development training surrounding mental health first aid and healing communities. Those within the support group learn how to confront their own trauma and healing and then are offered the opportunity to learn how to connect others to support. The goal is to empower members of the community who can then empower others. This initiative also recognizes the time and work that it takes for individuals to address their mental health.
- **Canopy Conversations** – This initiative also began during the pandemic. FCE has continued this initiative due to the positive community response. During these events which alternate in location in order to reach various community members, a listening tent is set up. At this tent, free resources are placed on tables such as hats, socks, and gloves in the wintertime or an art as healing activity is offered as a way to engage people into conversation. When people stop by, the FCE staff offer them space to share anything that is on their hearts or minds. Community members have shared loss and grief, their struggles with homelessness or housing barriers, issues with paying rent or utilities, health issues, and a wide range of other concerns. The staff offer empathetic listening ears and offer resource connection to those members such as wellness checks, housing supports, basic needs, and mental wellness. The 10.27 Healing Partnership has also offered mental health professionals on call during the events to speak with community members in need. Other outside partnerships have also joined the event to offer real-time warm handoffs to services.
- **COL parent/guardian meetings** – The FCE team also offers a safe space to discuss family dynamics and challenges, issues with the schools/academics, parenting techniques, and resources. Guardians are offered dinner during their time and partners are also brought in to discuss topics that the members have identified as important such as discussing healthy relationships, practicing mindfulness and yoga, cooking, and self-care.
- **Wellness Workshops** – An initiative that began during the pandemic as a way to foster social connection through the community, this program brings in various speakers to discuss topics such as mindfulness, COVID education, intimate partner violence in Black communities, Black doula services, and other resources that organizations offer. These sessions are often recorded depending on the sensitivity of the topic and streamed online, so that community members can join on various platforms and watch later if the time and day doesn't work for them.
- **Vibe Sessions** – These sessions with teen students in the KRUNK program offer a safe space for discussing life's challenges such as school, relationships, or social justice issues that may be affecting the student's overall mental health and wellness.

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2. Describe your organization's experience building trust with the communities within which you work and provide at least one specific example to illustrate that experience. Attach at least one letter of support from a community-based organization or community member.

\*Letter of Support attached

Over the course of two decades, COL has earned the trust of the Hazelwood community by providing quality afterschool and parent programs. Providing programs is not merely enough to earn the trust of the community. The positive experiences program participants have had are what have solidified that trust and allowed us the opportunity to build on that trust.

When the pandemic struck, FCE staff began serving an even larger demographic than ever before. While most of our FCE participants were students or families enrolled in our afterschool programs, the pandemic allowed us to serve community members who had previously had no connection to our programs. By delivering food and necessities each day to community members, FCE staff developed new relationships with community members and families. As the pandemic waned on, those relationships grew. Community members, especially those who had been severely isolated, knew that they could depend on FCE staff. What started as friendly greetings and daily deliveries of vital resources transitioned to community members opening up and sharing more of their lives with staff, entrusting them to connect them to appropriate resources. FCE staff recognizes that trusting relationships can begin from something as small as a hello, offering extra chocolate milk with their delivery, or dropping off a sympathy card when a loved one passes. As an organization, we understand that we cannot force people to tell us their problems. These issues may be embarrassing for the person. We work to build trust and lasting relationships, so that we may be able to serve more effectively.

Examples of our work are below:

\*Names have been changed for confidentiality.

- Laura is a community member that received meals through the crisis delivery program during the pandemic. During the deliveries, she shared her love of chocolate milk. Staff began dropping off extra milk as they would check in on her and ask how she was doing. After a while, Laura began opening up more and would often wait for the staff on her porch each day to greet them. Fast forward to a few months later, Laura has now felt comfortable enough with staff to discuss her health issues and her struggles with depression. This led to staff assisting her in attending her first counseling session and also getting connected with the Community Health Workers to receive medical advocacy.
- Shelly is a community member who lives by herself with her two pets. During her check-ins she talks about how much her dog enjoys seeing staff. Staff learned when the dog's birthday was and did a check-in on that day, bringing by treats. From that visit, Shelly began to discuss the loss of her mother, her support system, and shares how much she enjoys the visits for herself.

FCE staff also create trusting relationships with community members through outreach such as the Canopy Conversations. Staff intentionally set up in various locations throughout the community in order to meet members who might not generally have access to programming.

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Through these listening tents, community members have been connected to vital resources and have felt heard and validated.

Examples:

- Gerald is a single father who stops by the tent with his children. The children engage in the art-as-healing activities while the father begins discussing the recent loss of his partner, becoming the sole caretaker of all of the children, and navigating life to get their needs met. Through this conversation, the father discusses feeling better from being able to share his grief and is able to connect with the staff for any additional support.
- Susan is a displaced individual who has been sleeping on neighbors' porches in the community. After walking past the tent, staff worked with her to call various shelters. She receives emergency supplies and is also given an Uber ride to a shelter to receive ongoing support.

Through the Chill Sessions:

- Charles is a community member who recently attended the Chill Session after it was recommended to him by another participant in the program. Charles comes and shares how he is finally in a spot to start acknowledging that things are not going well. He is met with empathy and support and offered a safe space to share his experiences with other individuals who relate. After his first session, he shares how much better he feels and that he would like the program to meet more often because of how much he enjoyed it.

Through Family Engagement:

- Paul is a student within COL's afterschool program. Paul faced many challenges academically due to needs that were not being met within his school. He was also in need of emotional and behavioral support within the classroom and at home. By building a relationship with Paul's family, staff were able to advocate within the school to get a 504 plan (a plan that is designed to improve academic success for a differently-abled student by providing accommodations) established for him after the school initially said they were not able to provide one. Staff also worked with the family to establish in-home counseling and ongoing advocacy services through a trusted local partner. Through this, Paul's mother also felt supported and decided to receive counseling for herself as well.

3. Provide a concise statement of your organizational philosophy.

The FCE program truly encompasses COL's motto that "everything is about people." The program views no task as too big or too small. It provides equitable access to resources for community members by providing programs and needed skills so that community members feel empowered and can thrive. Community members are then able to guide, teach, and empower others within their community.

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4. List demographic information about your organization's leadership and staff, as well as the population they serve.

COL's Board of Directors is comprised of 12 members. Nine of the board members are Black, and three are white. Three of the board members are women, and nine are men. Two board members are community members.

COL's Founder and CEO is a Black male. COL's Management Team is comprised of four members. Two members are Black, and two are white. Three are men, and one is a woman. COL's full-time staff is comprised of 21 people. Eleven are black, eight are white, one is Latinx, and one is Asian. Eleven are women and 10 are men.

Year over year, COL serves approximately 52% women and 48% men, 90% of which are Black, 5% are mixed race, 4% are white, and 1% are Asian. The ages of our participants range from 4-18 in our afterschool programs, and 19 and above in our community member programs.

### **Project Details (50 points possible)**

5. Describe what Informal Mental Health Support services your proposed Project will provide, and the intended outcomes you hope to achieve. Include how the Project will meet one or more of the goals listed in RFP Section 2.1.

The FCE program provides the following informal mental health supports:

- Chill Sessions — This program is designed to destigmatize mental wellness in the Black community. Chill Sessions break cycles of trauma and create an environment of self-education that allows community members to empower others and connect others to healing resources.
- Wellness Workshops — These workshops provide vital information and resource connection to community members. Workshops have discussed mindfulness and meditation, the importance of overall health, job resources, housing resources, etc.
- Canopy Conversations – These informal conversations provide on-site resource and referral connection, crisis counseling, and connection to community partners that may be able to assist the individual or family.
- Parent/Guardian meetings — These meetings provide a safe space for guardians to discuss challenges and get connected to resources and information they may need to overcome those challenges.
- Vibe Sessions — These sessions offer safe space for teen students to discuss social justice issues, academic challenges, challenges with their social lives, home lives, program lives, or life in general.
- Wellness checks and home visits — These individualized visitations provide support within the community and home settings to physically meet people where they are and not let transportation or mobility be a barrier to providing them with the services they need to address their challenges.
- Other activities: Trainings surrounding trauma, intimate partner violence, financial mental health, etc.



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Each of these informal mental health supports is able to effectively address the goals listed in the RFP. These supports increase access within the Hazelwood community to culturally competent supports that provide preventative care in distressing situations. They also support families who are struggling with basic needs issues or mental wellness issues. All of our informal mental health supports reduce the stigma surrounding mental health. And if issues continue to elevate, we are able to offer warm referrals and hand-offs to trusted partners and entities to remediate those issues effectively.

6. Describe where and to whom you will provide your Project, and why that community needs the proposed Project.

COL's FCE program will operate in the Hazelwood community at various locations, so that all may access our programs' services. Home visits and wellness checks are completed in the comfort of one's own home, whereas Canopy Conversations and Wellness Workshops are completed outdoors or online. We will provide and expand these services primarily to the Hazelwood community and families. This community truly requires these services. Many of our population have been marginalized, living through both the resource-filled steel mill days of yesteryear, and forgotten about when the steel mill left. The community is considered a food desert and also lacks basic needs resources such as a grocery store, doctors' offices, and mental health centers. Hazelwood's infrastructure is poor, and due to the hillside topography, it is difficult for many to get to the resources they require. Most of the population we serve are lower income. Hazelwood also has a large population of isolated older adults. Many in the community are suffering from one or more of the above issues. When a community is lacking Social Determinants of Health-based (SDoH) resources, a nimble program such as FCE is one of the only frameworks possible to help community members receive the services they require in order to thrive.

7. Describe any formal or informal partnerships your Project will require and your plan to develop those. Include a description of how you envision DHS supporting you. (Consider describing how you prefer to communicate with DHS about any system or other barriers your Project encounters, and about any opportunities for system improvements you may identify.)

Informal Partnerships with organizations at present:

- Steel Smiling – Provides Black mental wellness resources and support
- Planned Parenthood – Provides information on gender, sexuality, health, and relationships
- 10.27 Healing Partnership – Available for mental wellness support in the community
- Financial Empowerment Center – Joined Canopy Conversations and Wellness Workshops to connect with community members and offer financial education
- Goodwill of SWPA – Offers employment resources and other resource connection
- Jewish Healthcare Foundation – Teen mental health collaborative meets to discuss teen programming and resources for teen mental health
- DHS – training opportunities surrounding mental health and trauma and provides lists of resources and referrals

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COL is blessed to have a long relationship with DHS. We prefer to communicate openly with DHS about project issues, successes, or system improvements as we have in the past. We are also open to other methods of communication such as surveys, reports, etc.

8. Provide a concise project timeline listing when certain activities (e.g., planning, hiring, implementation) and milestones will begin and end.

Hiring additional staff is imperative to FCE's success. At present, we only have two staff members completing the entire program and events. Their caseloads are large, and as many community members are dealing with intense and extensive issues, we will need to hire additional staff to provide the services below more frequently and effectively. Contingent upon funding, we plan to hire two additional staff members as soon as possible. Below are our current intervals for events:

- Wellness Workshops – Year round; 1-2 a month on Wednesday evenings
- Chill Session – First Wednesday of each month
- Parent/Guardian Meetings – Third Thursday of each month
- Canopy Conversations – Weekly
- Vibe Sessions – Two sessions per month during programming with KRUNK, which is both a school year and summer program
- Advocacy, crisis support, other outreach events including art as healing and tabling – Year round and as needed

9. Describe your proposed staffing plan, role descriptions and any training requirements. Include whether or not staff will have or obtain certification as peer specialists, and why.

FCE will be comprised of four staff members. Family Engagement Coordinator, Community Engagement Coordinator, Family Engagement Assistant, and Community Engagement Assistant. The assistants will be responsible for completing many of the in-person, large group conversations and workshops, while the other two staff members will be responsible for managing their large caseloads and overseeing the work of their assistants. Eventually, as relationships and bonds are formed and trust is earned from the community, the assistants will be able to take on their own caseloads. We also plan to hold the below events at even more frequent intervals after hiring.

Training requirements: Must complete all clearances, mandated reporter training, mental health and trauma-informed care trainings, Social-Emotional learning trainings, meditation and mindfulness training, crisis intervention training, Apricot (caseload management system) training, other trainings as needed or requested. Staff may also obtain certification as peer specialists contingent upon funding for trainings.

### **Community Involvement and Trust (30 points possible)**

10. Describe how you included community members in planning and designing your Project.

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Each of COL's programs, whether they be afterschool programs or FCE, were asked for by community members wishing for those specific programs. These programs have often been formed due to a lack of resources in the community. FCE is no different. And, as FCE grew, we allowed for the program to hold events such as Wellness Workshops and Canopy Conversations, because those are the resources that community members wanted. And, as we grew our relationships, we began creating caseloads for each participant, so that we could track progression and regression of program participants. At COL, we allow program participants the space to drive discussions and define how the program progresses. We also survey our program participants after our sessions to gauge engagement with the session, ask for recommendations, and offer them the opportunity for critiques on the program and staff.

Furthermore, we allow all of our programs to be malleable. While we do have operating procedures in place, we serve the community. And, if community members do not like how they are being served, we are open to changing our procedures and facets of programming. For example, for topics to be covered in Wellness Workshops, we specifically ask program participants which topics they would like discussed during the next few sessions. Those have led to Wellness Workshops in meditation and mindfulness topics, parenting techniques, and workshops surrounding social justice issues.

11. Describe how you will include community members in the implementation/staffing/assessment of your Project.

Each of COL's programs whether they be afterschool programs or FCE, originated and were started by community members wanting those specific programs. We also leave time at programming for program participants to provide feedback. And, our Monitoring, Evaluation, and Learning (MEL) Manager regularly surveys program participants for anonymous feedback to assess the program's staff and its effectiveness.

Currently, our Community Engagement Coordinator is a trusted member of the community. We also hired community members during our food delivery service, and we still have those community members on staff to transport our school-aged students.

12. Explain why you are the appropriate provider of this Project, specifically addressing why your community will trust you to provide this Project. (Consider describing the length of time in the community and years in operation, prior successful programs, the community's involvement in current programs, other examples of leadership in your community or other information you think would be helpful.)

COL has been an established community partner and leader in the Hazelwood community for the last 21 years. We are one of the founding members of the Greater Hazelwood Community Collaborative (GHCC), a network of Hazelwood organizations, businesses, and community leaders that meets to discuss the health of the community and assess what is needed to help the community thrive. COL started when someone knocked on the door and asked for help in 2001, and it still serves as a beacon for people to access resources today, whatever those needs may be. Today, people we've never met in the community still knock on our doors today, asking to speak to someone about their needs, because they see the staff as people they can trust. We operate year-round, and our services are free of charge.

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We also physically and emotionally meet people in the spaces they already occupy by doing home visits and providing pop-up listening sessions in different spaces in the community, meeting them on their doorstep to deliver resources, or meeting them over Zoom, the phone, or in public places if we can't meet them in their home or at the office. Our staff are also trusted because some of them live in the community and have been raised in the community and work to be trusted community liaisons.

### **Data Collection and Reporting (10 points possible)**

13. Describe what data you currently collect on your programs.

COL tracks all programmatic data via our database management system, Apricot. This system hosts profiles for each of our students registered in programming as well as profiles for parents, caregivers, and other community members who receive services. Each individual's profile details the scope of services they have received through COL. We track case services interactions, including the type of service provided, the amount of time spent engaging with individuals in need of services, health screenings and surveys, and case notes. We also track goal-setting sessions, goal progress and achievement, as well as information for each event, information session, workshop and meeting – including topics covered, partnership involvement, and attendance.

14. Describe how you will know if your Project is effective in achieving its goals and what data you will collect to track its effectiveness.

COL employs a proprietary framework for goal-setting designed to ensure consistent and continuous quality improvement for all programs organization-wide. This framework involves identifying four 'priority areas' that are applicable across the organization, and then setting program-specific goals within each of those priority areas. The goals are then connected to key results, which are measurable, time-specific indicators of the progress for each goal. The FCE program meets quarterly with COL's Monitoring, Evaluation, & Learning (MEL) Manager to check-in on the progress of each objective, and to address any challenges or adjustments needed to ensure objectives and outcomes are met. Each objective and key result can be confirmed using the data collected through the Apricot system, and reports are run to support each quarterly check-in.

Goals we are able to and plan on capturing throughout this Project include:

- Narrative summary of services provided and the impact those services have had on individuals, their loved ones and/or their community
- Narrative summary indicating what is working well about the Project and what challenges or barriers the Project is facing
- Number of unique individuals/families served or trained
- Number of services/trainings provided
- Number of referrals to formal behavioral health and other services (and type of service)
- Number of referrals to non-behavioral health services (and type of service)
- Number of individuals who followed through with behavioral and non-behavioral health

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services

- Survey data from those served indicating their reaction to services
- Survey data from those served (or the community as a whole) concerning their beliefs about behavioral health issues and their knowledge of behavioral health services

### Budget (10 points possible)

15. Provide a detailed line-item budget that reflects a realistic estimate of the costs associated with planning, implementing, and sustaining the Project. Please remember that Project staff must earn no less than \$15/hour and you may include language assistance services costs in the budget.

Personnel

Position	IMHS Funding
Community Engagement Coordinator	\$15,600.00
Family Engagement Coordinator	\$15,600.00
Community Engagement Asst. Coordinator	\$32,000.00
Family Engagement Asst. Coordinator	\$32,000.00
Monitoring, Evaluation, & Learning Manager	\$3,757.00
KRUNK Program Coordinator	\$1,040.00
Assistant KRUNK Coordinator	\$910.00
KRUNK Program Assistant	\$918.00
KRUNK Tech Instructor	\$1,026.00
Executive Assistant	\$5,820.00
Subtotal	\$108,671.00

Payroll Tax (7.65%)

Subtotal \$8,313.33

Total \$116,984.33

Equipment

Technology \$2,500.00

Furniture \$500.00

Canopy Tent \$150.00

Subtotal \$3,150.00

Incentives

Gift Cards \$1,500.00

Transportation

Fuel \$500.00

Transport Rental \$700.00

Subtotal \$1,200.00

Marketing

Printing \$1,200.00

Social Media Ads \$200.00

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Total	\$1,400.00
Food	
Food for Sessions	\$5,200.00
Total Request	\$129,434.33
Two-year Request	\$258,868.66

16. Provide a budget narrative that clearly explains and justifies all line items in the proposed budget.

### Personnel

Community Engagement Coordinator – Salary is \$52,000. Approximately 30% of the position’s time is dedicated to the scope of this proposal which equates to \$15,600.

Family Engagement Coordinator – Salary is \$52,000. Approximately 30% of the position’s time is dedicated to the scope of this proposal which equates to \$15,600.

Community Engagement Assistant Coordinator – Salary is \$40,000. Approximately 80% of the position’s time is dedicated to the scope of this proposal which equates to \$32,000.

Family Engagement Assistant Coordinator – Salary is \$40,000. Approximately 80% of the position’s time is dedicated to the scope of this proposal which equates to \$32,000.

Monitoring, Evaluation, & Learning Manager – Salary is \$71,500. Approximately two hours is spent, each week, assisting Family and Community Engagement in establishing goals and evaluating their progress. 5% (2/40 hours) of this position’s time is spent on the scope of this proposal. This equates to \$3,757.

KRUNK Program Coordinator – This position contributes to the implementation of *Vibe Sessions*. The salary is \$40,000. Approximately 54 hours each year are dedicated to Vibe sessions and activities stemming from the findings. 54/2080 hours/year equates to 2.6%, which multiplied by the total salary equals \$1,040.

Assistant KRUNK Program Coordinator – This position contributes to the implementation of *Vibe Sessions*. The salary is \$35,000. Approximately 54 hours each year are dedicated to Vibe sessions and activities stemming from the findings. 54/2080 hours/year equates to 2.6%, which multiplied by the total salary equals \$910.

KRUNK Program Assistant – This position contributes to the implementation of *Vibe Sessions*. The pay rate is \$17/hr. Approximately 54 hours each year are dedicated to Vibe sessions and activities stemming from the findings. 54 weeks \* \$17 equates to \$918.

KRUNK Tech Instructor – This position contributes to the implementation of *Vibe Sessions*. The pay rate is \$17/hr. Approximately 54 hours each year are dedicated to Vibe sessions and activities stemming from the findings. 54 weeks \* \$19 equates to \$1,026

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Executive Assistant – This position directly oversees Family and Community Engagement. Approximately 10% of their time is spent overseeing the scope of this project. The position's salary is \$58,200.  $10\% * \$58,200$  equates to \$5,820.

Payroll Tax –  $6.20\% \text{ Social Security} + 1.45\% \text{ Medicare} = \text{Total Payroll taxes } 7.65\%$

### **Equipment**

Technology – Family and Community Engagement will acquire updated projectors and a computer to better engage community members, parents, and students. This will amount to \$2,500.

Furniture – Folding Chairs and Tables allow for more flexible offerings. For this project \$500 has been requested.

Canopy Tent – Tabling and Canopy Conversations are easier when staff and community members have shelter during meetings. \$150 has been requested.

### **Incentives**

To entice potential attendees to join meetings that have beneficial information and resources, COL makes use of gift cards. COL requests funding for five \$25 gift cards, each month. This equates to \$1,500.

### **Transportation**

Fuel – Staff makes use of personal and company-owned vehicles to transport furniture and make in-home visits. \$60 each month has been requested for this.

Transport Rental – Trips that benefit students, parents and community members, at times, require the use of a bus or larger vehicle. \$700 has been requested for this proposal.

### **Marketing**

Printing – Communication through the use of flyers and the printing of signs is successful in engaging Hazelwood community members. \$100, each month, has been requested for a total of \$1,200.

COL makes use of social media advertisements to engage with prospective community members. \$200 has been requested for this proposal.

### **Food**

Food is an important addition to any offering. Approximately 104 sessions will take place over the next year. \$50.00 has been budget for food, each session. This equates to \$5,200.00.

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**From:** natalie smith <evaughna\_me@yahoo.com>

Good day! I am Natalie Smith. I would like to express my greatfullness to the Center of Life in Hazelwood since when I had nothing. We all have to get by somehow. I'm a mother of a son with ADHD who is no longer dependent on me or my hand of helping him live. I also have Epilepsy since 2009. All these years I've had no income from SSI and have had to find a way to work and survive. Once my son turned 18 he chose to remove mom from his benefits and I had been trying to find a way to eat while living alone. In 2021, my gas was shut off. I was able to find this center and they were a great help with being able to have food dropped off to me weekly. I could make a meal! I also got in touch with a company for a interview to work. Center of Life paid for the trip to the interview and I am now employed!!! When I come by folks in the area I always suggest to be in touch with the Center of Life for a need. Big or Small!!! It's a beauty to see the activity in our community as well as the helping hands they are for us! Thank you for who you are and what you do!!!



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