Allegheny County Department *of* Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: ACH Clear Pathways

Authorized Representative Name & Title: Tyian Battle, Executive Director

Address: 510 Heldman ST, Pittsburgh, PA 15219

Telephone: ███████████

Email: tbattle@achcp.org

Website: www.achclearpathways.org

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

Date Incorporated: 2010

Partners included in this Proposal: Not applicable

How did you hear about this RFP? *Please be specific.* Email Blast

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	Tyian Battle	███████████	tbattle@achcp.org
Contract Processing Contact	Danai Battle	412-815-0271	dbattle@achcp.org
Chief Information Officer	Tyian Battle	███████████	tbattle@achcp.org
Chief Financial Officer	Jocelyn Antenucci	███████████	███████████
MPER Contact*	Lauryn Henson	412-815-0271	lhenson@achcp.org

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

RFP for Out-of-School Time Programs

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: Frank Rapp, Esq., Board Chair

Board Chairperson Address: 535 Smithfield Street, Suite 1300, Pittsburgh, PA 15222

Board Chairperson Telephone: ████████

Board Chairperson Email: fcr@muslaw.com

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.*
Brothers and Sister Emerging
Bob Jones
████████████
████████

Foster Grandparent
Rebecca Maletto-Cornell
Rebeccamaletto-cornell@wfspa.org
████████

AHRCO
Cindy Ohmori
cohmori@ahrco.com
████████

PROPOSAL INFORMATION

Date Submitted 3/2/2022

Amount Requested: $314,400

CERTIFICATION

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

RFP for Out-of-School Time Programs

☒ 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
- Completed budget template

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 125 points. Your response to the following section should not exceed **6** pages. (Pages 1-3 are not included in the page count).

RFP for Out-of-School Time Programs

Organizational Experience (15 points possible)

1. Describe your organizational experience providing OST Programming or programming that works with youth and families.
Founded in 2010, ACH Clear Pathways has been providing quality OST programming in the Hill District neighborhood for more than a decade. ACH offers two sessions which correspond with the school year (Fall and Spring) and a summer creative camp. Typically the OST program operates Monday-Friday from 3:00 pm – 6:00 pm. Creative Camp is offered for 7 weeks in the summer and operates Monday through Friday from 8:30 am – 5:00 pm. The target population for this program is students ages 5 to 14 who primarily reside in the Hill District neighborhood. Teens who have aged out of the program return and work in partnership with the summer learn to earn program. The older students are familiar with our mission, aware of the program structure, and are able to mentor our younger campers.
In addition to academic tutoring, after-school programming includes classes such as visual arts, theater, dance, music, spoken word and poetry, digital media and martial arts. The Creative Camp in the summer provides students with classes such as martial arts, dance, music, and theater, as well as field trips and community service. Students showcase their talents and art work at three performances throughout the year and several of our public art murals and mosaics are displayed on buildings in the Hill District. ACH Clear Pathways partners with Pittsburgh Public Schools during the school year to provide snacks and a hot meal during the after-school program. ACH also partners with the Pittsburgh Public Summer Food program which provides breakfast and lunch for youth who attend creative camp. ACH also provides snacks at the end of each day during creative camp.

2. Describe your organizational experience working in high-need communities, especially the community(ies) you are proposing to serve.
ACH Clear Pathways primarily serves residents and youth who reside in the Hill District neighborhood of Pittsburgh, which is widely considered to be the hub of African-American life in Pittsburgh. The Hill District encompasses five distinct Pittsburgh neighborhoods: Crawford-Roberts, Upper Hill, Middle Hill, Bedford Dwellings, and Terrace Village. According to the 2010 Census, the population of the Hill District is approximately 10,450 people, 85% of whom identify as black/African-American. Approximately 40% of households live in poverty, with an unemployment rate around 10%, and a median family income of $17,830.

In 2011, with increased interest in the potential of the Hill District, the Greater Hill District Master plan was developed to provide developers and investors with guidelines to follow for the revitalization and regeneration of the community (Sasaki Associates, Inc. and Stull + Lee, Inc., 2011), including a program initiative which emphases empowering youth through arts and integrating the arts into neighborhood life. Carol Hardeman, Co-Director of the Hill District Consensus Group, in a letter of support, noted that "We are certain that ACH Clear Pathways aligns well with the Greater Hill District Master plan and would absolutely provide a learning environment in which academic assistance is needed for many of our youth that are experiencing major education disparities in our community."

ACH Clear Pathways has an ongoing and critical role in the renaissance of the Hill District with its focus on providing arts programming to the community. The Hill District was the birthplace of August Wilson, the legendary Pulitzer Prize-winning playwright; and the birthplace and

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subject for noted photographer Teenie Harris. It has also served as the epicenter of Pittsburgh's jazz and blues scene. The Hill District was founded on a deep history of the arts and ACH Clear Pathways is helping to connect youth and the community to this rich history as well as helping to ignite the arts in Hill District once again.

In December 2020, ACH Clear Pathways purchased the Kaufmann Center to serve as a new arts learning center for ACH Clear Pathways to operate its arts programming and provide arts programming to the community, thereby ensuring the facility remains an arts and community hub in the Hill District.

Program Design (40 points possible)

3. Provide an overall description of your proposed OST Programming:
   - Describe how you will provide youth with a physically and emotionally safe space to spend time and how you will ensure that they and their parents/caregivers feel safe. Provide a brief description of current or proposed safety policies and procedures.
   - Describe the physical location you intend to use.
   - Describe how you will provide opportunities for youth to engage in enriching activities and how the activities align with the Programmatic Content expectations outlined in Section to of the RFP. Provide an example of a week's schedule of activities.
   - Describe how you will provide participants with opportunities to make positive connections with peers, adults and their community. Provide a brief description of your organization's code of conduct for staff, staff training expectations, and policies and procedures.
   - Describe the community(ies) in which you intend to locate your OST Programming. Why did you select those community(ies)? How will you tailor your Programming to respond to the unique needs of the community(ies) you are serving?

In 2020, ACH purchased the historic Kaufmann Center building in the Hill District. This facility has been a fixture and community center for decades and we are happy to continue to offer a safe place for youth and families. Our OST programming will take place at the Kaufmann Center. We have had site visits and assessments by different city departments as well as emergency management and homeland security to ensure that our facility is a safe hub for youth and the community. All of our program staff have completed American Red Cross CPR Training and we conduct fire drills at our facility. Additionally, all staff are required to have their clearances.

In addition to academic tutoring, ACH offers classes such as visual arts, theater, dance, music, spoken word and poetry, digital media and martial arts. The Creative Camp in the summer provides students with classes such as martial arts, dance, music, and theater, as well as field trips and community service. Our art programming includes themes/cultural experiences that connects directly to our community and the students we serve. In addition, our students select majors based on their interests which helps us better tailor programming to the individual.

When students are enrolled, they choose a major to focus on during arts programming. That major is their focus for the cohort Monday through Friday. Students attend our academic arts after school program from 2pm-6pm daily. Students work with university students on homework

assignments and have a light snack, followed by their chosen arts programming. At the end of all cohort students are able to showcase their talent for parents, community and funders at the Elsie H. Hillman Auditorium.

ACH considers our staff, participants, and families all part of the larger ACH family. Our students interact with their peers, staff and teaching artists daily. Students also interact with our foster grandparents who volunteer at the program. Our students share their talents and art work with our community in several showcase events throughout the year. ACH has policies and procedures in place to guide our staff and to outline expectations.

ACH Clear Pathways is located in and serves the Hill District community. Our founder/executive director was born, raised, and resides in the community. The Hill District was the birthplace of August Wilson, the legendary Pulitzer Prize-winning playwright; and the birthplace and subject for noted photographer Teenie Harris. It has also served as the epicenter of Pittsburgh's jazz and blues scene. The Hill District was founded on a deep history of the arts and ACH Clear Pathways is helping to connect youth and the community to this rich history as well as helping to ignite the arts in Hill District once again.

Youth and Parent Experience (10 points)

4. Why do you think youth will want to participate in your OST Programming? Provide specific methods you will use to ensure that they remain engaged and interested in your Programming. ACH Clear Pathways has been successfully operating our program for over a decade. We continued to see growth in attendance at our program (For example, attendance increased from 21 students in Fall 2015 to 48 students in Fall 2019, an increase of 129%). With our new facility, once the pandemic restrictions are no longer necessary, we will be able to serve a larger number of youth. We recently began having students select majors to focus on based upon their interests. This is helping to keep youth more engaged in the arts programming.

5. Describe your approach to communicating with parents/caregivers. Provide specific methods you will use to ensure that parents/caregivers feel comfortable with your OST Programming and confident that their child is safe and well cared for.
When communicating with parents and caregivers, ACH Clear Pathways follows the following guidelines to ensure parents and caregivers feel comfortable with our OST programming:
- Being an active listener
- Speaking to parents in a clear, respectful, and considerate way
- Addressing concerns with a problem-solving approach
- Keeping a positive attitude about working together
- Keeping expectations realistic about what can be done at home
- Talking about any concerns when they arise

Operations (20 points)

6. Describe how you will market your Programming and open referral pathways. Provide a description of how you will build and sustain relationships with schools.

Our strong partnerships with local organizations, including PPS, APOST, and United Way, has assisted us in connecting students to our OST arts programming. We participate in monthly and/or annual meetings with our partners which helps us to continue to build our relationships. ACH maintains and keeps our website updated with current program information and photos which allows parents and community members to learn about the programs we offer and the registration process. ACH has active social media accounts (Facebook and Instagram) where we share photos, success stories, and our creative showcases. This allows perspective students to learn more and gain interest in our programming.

7. 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.

ACH continues to work diligently to recruit and hire diverse staff who reflect the participants in our program. We currently have 12 employees, 2 of whom are white and 10 are black. Two of our employees are residents of the Hill District community.

When hiring for ACH Clear Pathways we use the following strategies:
- Audit where job ads are posted.
- Target sources where diverse candidates congregate.
- Encourage diverse employees already staffed at ACH to refer their connections.
- Offer internships to partnering colleges.
- Developed the ACH brand and mission to showcase diversity.
- Create company policies that appeal to diverse candidates.

8. Provide the hours and days you expect your OST program to operate during the school year and summer.

Typically, the OST program operates Monday-Friday from 2:00 pm – 6:00 pm, and Creative Camp is offered for 7 weeks in the summer and operates Monday through Friday from 8:30 am – 5:00 pm.

9. Describe your plan for storing and providing healthy snacks and meals during the school year and summer.

ACH partners with Pittsburgh Public Schools during the school year to provide snacks and a hot meal during the after-school program. ACH also partners with the Pittsburgh Public Summer Food program which provides breakfast and lunch for youth who attend creative camp. ACH also provides snacks at the end of each day during creative camp.

The Kaufmann Center has a warming and a commercial kitchen. Both kitchens are inspected by the Allegheny Health Department for the purpose of the food program provided by the Pittsburgh Public School District and summer lunches provided in the summer months.

Implementation Challenges (20 points possible)

10. If your Program experiences low attendance, how will you engage more youth?

ACH has not experienced low attendance in our program. Should we have low registration/attendance in our program, we will reach out to the schools and our community to recruit additional students, including through social media and other marketing.

11. If a youth in your Program experiences behavioral or mental health issues, what will you do?
ACH has had youth who have experienced behavioral and/or mental health issues. The organization has developed strong relationships with medical organizations such as UPMC Health and Highmark AHN Network. In 2020, the ACH family experienced a traumatic loss of a staff member who worked with the organization for five years. Mr. DeOndre was unexpectedly killed which was a heartbreaking loss for our youth, families, and staff. Our Executive Director had previously developed a relationship with Highmark Caring Place, who were able to work with our staff and provide training on how to handle grief. Our staff was then able to share this information and better serve our youth and their parents. Additionally, we referred families to resources that could provide services beyond what ACH was able to provide.

12. If the results of the bi-annual parent survey indicate that parents are not satisfied with the experience of their children in your Program, what will you do?
ACH values feedback from our families, youth participants, funders and community. When we receive feedback, we review our policies and processes and make any necessary changes that we believe will improve our program.

13. If a parent of a child in your Program expresses a transportation issue, what will you do?
ACH recently purchased our own transportation. We believe having control of our own transportation will help to eliminate most transportation issues for our families and students. We will work with any of our families to ensure their child can get to our program.

Financial Management and Budget (20 points)

14. Using the budget template available on our website, provide a detailed one-year, line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Programming. Please include any other funding sources that would contribute to OST Programming, including fees to families. The budget template file attachment will not count toward page limits. Please note:
- Indicate the number of children you expect to serve, with DHS funding, during the school year at a $27 rate and during the summer at a $40 rate. Please also share the total number of children you expect to attend afterschool and during the summer (include other seats that will be paid for through other funding streams).
- If you intend to administer programming at multiple sites, please provide the number of youth you plan to serve by site both during the summer and during the school year.
- Include any other funding sources that would contribute to OST Programming, including fees to families.

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

Our proposed line-item budget for this fund request includes the following expenses for after-school: personnel expenses of $134,865 (including wages/tax for program director, program manager, support staff, and contracted program staff); operations expenses of $30,500 (program materials, supplies, and transportation); and other allocated expenses of $29,035 for space costs and administrative support. It also includes the following expenses for summer creative camp: personnel expenses of $68,556 (including wages/tax for program director, program manager, support staff, and contracted program staff); operations expenses of $31,000 (program materials, supplies, field trips and transportation); and other allocated expenses of $20,444 for space costs and administrative support. The total projected cost for our OST and Creative Summer Camp programming is $635,683. In addition to nominal summer camp fees, we will secure remaining funding through foundations and other grant opportunities.

16. Describe the funding model of your proposed OST Program (i.e., do you have a mixed model of private pay, subsidy and free spots, only free spots?).
We have a mixed model of free spots, nominal creative camp fees (private pay), grant funding, and donations.

Please populate only the green cells. If you are proposing to have locations at multiple sites, please complete a tab for each site. If you are proposing to provide over 3 sites, please copy and paste onto new tabs.

	total # of children requesting funding for**	rate	days	total
Afterschool	40	$27	180	194400
Summer	75	$40	40	120000
				314400

**DHS funding if for free programming, so children funded through private pay and subsidy should not be included in this request
**Funding can be requested for a subset of total number of children served

Afterschool	Expense
Personnel	134865
ACHCP Personnel Wages, Tax (Pgm Director, Mgr, Support Staff)	128865
Contract Program Personnel (Staff)	6000
Operations	30500
Program Materials & Supplies	12500
Program Transportation (2 Shuttles, Drivers)	18000
Other (Allocated Costs)	29035
Space Cost Allocation (% of facility used) (physical space, utilities, cleaning, supplies)	18000
Shared Admin Support (accounting, IT, HR, admin services)	11035
Indirects	
*Total	194400
Total funding request based on seats	194400

*Total should   total funding request basd on seats

Summer	Expense
Personnel	68556
ACHCP Personnel Wages, Tax (Pgm Director, Mgr, Support Staff)	50556
Contract Program Personnel (Staff)	18000
Operations	31000
Program Materials & Supplies	10000
Program Transportation (2 Shuttles, Drivers)	18000
Field Trips	3000
Other	20444
Space Cost Allocation (% of facility used) (physical space, utilities, cleaning, supplies)	12000
Shared Admin Support (accounting, IT, HR, admin services)	8444
Indirects	
*Total	120000
Total funding request based on seats	120000

*Total should   total funding request basd on seats