



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Allegheny County Housing Authority

Authorized Representative Name & Title: Elaine Jasso, Program Coordinator

Address: 100 Park Ave., Natrona Heights, PA 15065

Telephone: [REDACTED]

Email: ejasso@achsng.com

Website: [REDACTED]

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

Date Incorporated: 1941

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.* DHS notified me through my email.

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	Frank Aggazio	[REDACTED]	faggazio@achsng.com
Contract Processing Contact	Dr. Beverly Moore	412-402-2511	bmoore@achsng.com
Chief Information Officer	Dr. Beverly Moore	412-402-2511	bmoore@achsng.com
Chief Financial Officer	Rich Stephenson	[REDACTED]	rstephenson@achsng.com
MPER Contact*	Tyler Norris	412-402-2442	tnorris@achsng.com

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

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BOARD INFORMATION

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

Mark Foerster, Chairperson

Sara Innamorato, Vice Chairperson

Derek Uber, Secretary

Sydney Hayden, Treasurer

Paul D'Alessandro, Asst. Secretary/Treasurer

Board Chairperson Name & Title: Mark Foerster

Board Chairperson Address: 301 Chartiers Ave., McKees Rocks, PA 15136

Board Chairperson Telephone: 412-402-2488

Board Chairperson Email: kstohlberg@achsng.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.*

Dr. Kimberly Price

Highlands Middle School Principal

kprice@goldenrams.com

724-226-2400x3605

Vanessa Samuels

Supervisor, BJWL Sheldon Park

Vsamuels@familyresourcesofpa.org



Mrs. Karen Lynn Snair

Executive Director, Allegheny Valley Association of Churches

karen@avaoc.org

724-226-0606x19

PROPOSAL INFORMATION

Date Submitted 3/2/2022

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Amount Requested: \$104,900

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
- 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 7 pages. (Pages 1-3 are not included in the page count).

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Organizational Experience (15 points possible)

1. Describe your organizational experience providing OST Programming or programming that works with youth and families.

I worked for the Allegheny County Library Association, supervising 15 computer/library centers throughout Allegheny County and City of Pittsburgh public housing communities, including the Sheldon Park community. We provided homework assistance, computer training to youth and adults, craft activities, games, etc. to youth in the communities, both after school and during the summer.

ACHA opened the Booker Center in 2010, and based on past experience and extensive knowledge of the community, I was hired as the Program Coordinator. First working with the Department of Juvenile Justice, we provided programming for “at risk” youth. As interest in the Center grew both inside the Sheldon Park community and extending beyond the community, we expanded our programming to Highlands School District high school students, aged 13-18. This has greatly increased our diversity. We have an open-door policy for parents and the teens.

2. Describe your organizational experience working in high-need communities, especially the community(ies) you are proposing to serve.

While managing the Knowledge Connections program in Sheldon Park, I interacted with all the residents both young and old, and assisted with programming and their Community Days.

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?

Included in our registration form are the Behavioral Policy, Medical Information, and Emergency Medical Treatment Authorization:

Behavioral Policy: All persons in attendance at the Youth Center will be respectful of all others and the property of all others at all times. The **use of aggressive physical contact** (This includes fighting, play fighting, rough-housing, and wrestling), vulgar gestures, abusive or **obscene language, including but not limited to, racial, sexual, or religious references**, directed at other members, guests, volunteers, or staff may result in a **temporary suspension** of the member’s right to use the Youth Center or possibly being **permanently barred** from the Youth Center. No bullying, hazing, or verbal abuse will be tolerated.

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Appropriate clothing is to be worn while in the Teen Center or while attending a Teen Center activity off site. This includes but is not limited to sagging, excessively loose or revealing clothing, clothing that displays or makes drug, tobacco, or alcohol references.

The Youth Center facility (including materials and equipment) must be respected at all times. Anyone identified as purposely defacing and/or damaging any Youth Center property will be responsible for returning the property to its proper condition and could result in immediate suspension and/or expulsion. Keep your displays of affection private. There is to be no hugging, kissing, holding hands, sitting on laps, or other displays of affection. Sexual harassment will not be tolerated.

The Teen Center is not responsible for lost or stolen items.

Medical Information: Any chronic conditions, allergies that could be important in case of sudden illness or injury? No _____ Yes _____ Please list below:

Emergency Medical Treatment Authorization: I hereby give permission for the staff of the Deborah D. Booker Community Center to provide simple first aid treatment to my child, _____ when necessary. In the event of a more serious illness or injury, I give my permission for my child to be transported to a hospital or other emergency facility to receive emergency medical treatment. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary, and I authorize licensed health practitioners working in the hospital or emergency medical facility to examine and provide emergency medical treatment to my child if warranted. I understand that I will be contacted by the Community Center personnel as soon as possible regarding any emergency involving my child.

Our programming will be held at the Deborah D. Booker Community Center at 100 Park Ave., Natrona Heights, PA 15065. All services are free to our participants.

A full size, indoor gymnasium/basketball court, lounge, computer room, and kitchen area provide a safe and inviting atmosphere for our teens' enjoyment. Our lounge is equipped with a regulation sized pool table, table tennis, XBOX, and tables and chairs for the youth to hang out and play board games, as well. It also provides easy access to the kitchen area and free snack time. The computer/library room provides our teens with reading materials and computers to assist them with school assignments, college prep and inquiries, and earned leisure time. The art room is stocked with arts and crafts materials for students to assemble school projects and for their creative enjoyment.

The Booker Center will be open for youth to attend directly after school during the school year, from Monday through Friday. Monday-Thursday the Center will close at 9 P.M., and on Friday we will close at 6 P.M. On days off and half days of school, the Center will be open to youth from 10 A.M.-6 P.M., provided it is not a national holiday.

Our summer hours are 10 A.M.-6 P.M., Monday through Friday.

We are currently working with the Greater Pittsburgh Food Bank to set up Super Snacks for the youth in our program.

Booker Weekly Schedule:

Art Room

Monday:

3pm - 5pm: Blanket Project

5:30pm - 7:30pm: Free Time

Tuesday:

3pm - 5pm: Paint

5:30pm - 7:30pm: Free Time

Wednesday:

3pm - 5pm: Posters or Windows

5:30pm - 7:30pm: Free Time

Thursday:

3pm - 5pm: Games

Gym

Monday:

3pm-5pm: Volleyball

5:30pm-7:30pm: Open Gym

Tuesday:

3pm-5pm: Basketball

5:30pm-7:30pm: Open Gym

Wednesday:

3pm-5pm: Soccer

5:30pm-7:30pm: Open Gym

Thursday:

3pm-5pm: Football

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5:30pm - 7:30pm: Free Time

Friday:

Free Day

Computer Room

Monday - Thursday:

3pm - 5pm: Homework

5pm - 5:45pm: Strategic Games

6pm - 7:45pm: Earned Time

Friday:

Free Day

5:30pm-7:30pm: Open Gym

Friday:

Open Gym

Lounge Area

Monday-Thursday:

Free Time

Through the varied activities being provided throughout the Center, the youth will have the experience of bonding with peers through working together on art projects, recreational activities, games, and school projects.

They can start to develop leadership skills through participating in sports. Sports build relationships, giving youth the opportunity to spend time with their friends, bond over their experiences, work hard together, and compete in a healthy way against each other.

The Allegheny County Housing Authority strives to provide a safe workplace in all ACHA locations and is committed to taking all reasonable steps to create and maintain an environment that is free from disruptive, threatening, or violent behavior. Preventing workplace violence is everyone's responsibility, and applies to all employees regardless of employment classification. ACHA will not ignore, condone, or tolerate disruptive, threatening, violent, intimidating or harassing behavior by any employee, vendor, contractor or resident. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, police personnel, human resources, or a member of management. Contact emergency service by calling "91 1".

Definitions:

Disruptive behavior disturbs, interferes with, or prevents normal work functions or activities. It includes yelling, waving arms or fists, or verbally abusing others, or refusing a reasonable request for identification.

Threatening Behavior includes physical actions short of actual contact/injury (e.g. moving aggressively closer); general oral or written threats (including text messages, emails or other electronic communications) to people or property ("you better watch your back"); as well as implicit threats ("you'll be sorry"). Also includes hostile phone calls made to or from ACHA property that directly or indirectly threaten people or property.

Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (e.g. throwing things or destroying property); and specific threats to inflict physical harm (e.g. a threat to shoot a named victim).

All employees, including managers and supervisors, are responsible for using safe work practices and are expected to exercise good judgment toward following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

All staff are expected to keep CPR/First Aid training, as well as all clearances, up to date, and to attend relevant trainings that are offered.

Our OST programming will take place in the Deborah D. Booker Community Center located in the Allegheny County Housing Authority's Sheldon Park community. Sheldon Park is in Natrona Heights, PA and is located within the Highlands School District area. The Center is walking distance from the Middle School and the High School. The location for the program was selected for easy access by the youth, and the need for youth programming in the area.

We will be expanding our age range to 10-18, to provide service for the Middle School as well as the High School students.

Youth and Parent Experience (10 points)

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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. We are adding the Middle School students as there is currently no programming conveniently available to youth in this age range and research shows that after school programs greatly impact the social lives of middle school children who are typically unmonitored for after school hours. The center becomes a formative transitional tool for giving this age group independence while offering basic supportive structures.

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.

The Center will have an open-door policy for parents/caregivers. We will also hold quarterly Open House Events for the parents and community to attend and voice their suggestions/concerns. Also, I will have a Parent Directory made from the Registration Forms, that will enable me to contact parents/caregivers, as needed.

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.

We will distribute flyers and brochures throughout the community, to the schools, churches and agencies, which will include our website address. Questions and comments can be sent to us through the website. We will attend school board meetings and voice our availability and programs to other participants.

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.

Our program is currently fully staffed with a full time Program Coordinator, a part time Assistant Coordinator, and a part time Activities Coordinator. A minimum of 2 staff persons are on site at all times. Staff were selected according to familiarity with the community and school district, as well as the specific requirements of their positions. Our Assistant Program Coordinator and our Activities Coordinator are residents of Sheldon Park and the Program Coordinator resides in Natrona Heights.

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

School year hours:

Monday-Thursday: 12 P.M.-8 P.M.

Friday: 10 A.M- 6 P.M.

Summer hours:

Monday-Friday: 10 A.M.-6 P.M.

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

We currently provide snacks to the youth and receive food from the 412 Food program. We will also be receiving Super Snacks from the Greater Pittsburgh Food Bank. They will inspect our facility to ensure food safety and we will follow their guidelines as defined by the Department of Health.

Implementation Challenges (20 points possible)

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

We will be expanding the ages to engage more youth and recruiting an additional staff person. Rather than relying on posters, flyers, or referrals to generate interest, programs can benefit from reaching out directly to youth and their families. Phone calls and visits are an effective means of increasing local interest in these programs. Youth participants are often a program's most effective recruiters or ambassadors.

We will ask program participants for ideas about incentives for attendance. We will provide participants with the incentive after the goal is reached, such as a pizza party from 6- 8 p.m.

11. If a youth in your Program experiences behavioral or mental health issues, what will you do?
. For a youth with behavioral or mental health issues, we would bring them to my office to calm down and allow them to speak and be heard, and depending on the situation, contact the parents/caregivers.

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?
. We would hold an Open House for the parents to express their concerns and offer their suggestions. We would then restructure the program to meet their needs and their children's needs, as decided and agreed upon at the Open House.

13. If a parent of a child in your Program expresses a transportation issue, what will you do?
We do not provide transportation. We would check with parents to see if carpooling could be an option.

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

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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. N/A
- Include any other funding sources that would contribute to OST Programming, including fees to families.

We have received small grants for the Lights on After School and the Remake Learning special events.

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

Based on the anticipated number of youth the budget will cover the cost of the required personnel and supplies needed for programming.

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 are using the DHS funding model that is for free programming, based on the number of seats.

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	15	\$27	180	72900
Summer	20	540	40	32000
				104900

**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	64900
	64900
Operations (supplies, rent)	8000
	8000
Other	0
Indirects	
*Total	72900

Total funding request based on seats 72900
 *Total should total funding request based on seats

Summer	Expense
Personnel	30000
	30000
Operations (supplies, rent)	2000
	2000
Other	0
Indirects	
*Total	32000

Total funding request based on seats 32000
 *Total should total funding request based on seats