



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Allegheny Intermediate Unit Lincoln Park After-School Program

Authorized Representative Name & Title: Dr. Wendy Smith/Director of Early Childhood, Family and Community Services

Address: 475 E Waterfront Drive, Homestead, PA 15120

Telephone: 412-394-5700

Email: wendy.smith@aiu3.net

Website: aiu3.net

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

Date Incorporated: July 27, 1988

Partners included in this Proposal: Tickets for Kids, KEYS Service Corps AmeriCorps, Beverly's Birthdays, Nutrition Inc., Science Center, Penn State Cooperative Extension, Group Against Smog and Pollution, and parents.

How did you hear about this RFP? *Please be specific.* The Allegheny Intermediate Unit currently operates the Lincoln Park Family Center and After-School Program and we learned about the RFP through an out of school time quarterly meeting. The RFP was also emailed to partners by Dept. of Human Services.

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	Dr. Robert Scherrer	██████████	Robert.scherrer@aiu3.net
Contract Processing Contact	Tracy Sparbanie	██████████	Tracy.sparbanie@aiu3.net
Chief Information Officer	Richard Platts	██████████	Richard.platts@aiu3.net
Chief Financial Officer	Joseph Lucarelli	██████████	Joseph.lucarelli@aiu3.net
MPER Contact*	Tracy Sparbanie	██████████	Tracy.sparbanie@aiu3.net

* [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.

Robert Schaap/Board President

Peter Lyons/Board Vice President

Phil Little/Board Secretary

Robert Shages/Board Treasurer

James Bulger

Frank Cortazzo

Leonard Fornella

Kristi Minnick

Daniel O'Keefe

Larry Pollick

Roger Tachoir

Patrick Sable

Board Chairperson Name & Title: David Schaap, Board President

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: 412-292-9163

Board Chairperson Email: David.schaap@bb-sd.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.

Joyce Davis/Executive Director, Lincoln Park Community Center, [REDACTED] [REDACTED]

Megan Yunn/Executive Director/Founder, Beverly's Birthdays, [REDACTED] www.beverlybirthdays.org

Mike Reitz/Sales and Business Development for the Nutrition Group, 724-872-7887 X833,

mreitz@thenutritiongroup.biz

PROPOSAL INFORMATION

Date Submitted 3/1/2022

Amount Requested: \$200,400.00

CERTIFICATION

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

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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.

The Allegheny Intermediate Unit (AIU) has run the Lincoln Park After-School Program for 22 years in partnership with the Lincoln Park Family Center. The two programs are highly interconnected such that the uniqueness of the family center, being community-focused, driven by family needs, and offering a multitude of programs and resources, leads to the After-School Program being a “one-stop shop” for children and parents. The Family Center and the After-School Program work together using a holistic family approach that addresses the social and educational needs of both parent and child. The children enrolled in the After-School Program are encouraged and supported by trained staff who reflect the cultural background of most children. The children are served in a safe, supportive learning environment with positive peer and staff interactions and intentionally, engaging opportunities. Parents report that their children have better grades in school, improved peer interactions, stronger study habits, and improved coping skills, and the children report they can make better choices in their lives. The staff have the experience, training, and cultural background to ensure that the mental, physical, and emotional needs of the children in the program are met.

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

The AIU serves and supports 42 suburban school districts and their local municipalities by providing direct services and supports to children and families in Allegheny County. The programs headed by the Family and Community Education Services division within the AIU are tailored to meet the needs of children and families in the most vulnerable communities, providing programs such as family literacy, education to adults in the Allegheny County Jail, Project ELECT for teen parents, service navigation and home visiting for Latino families, and family support centers. The ten family centers have been operating for over 28 years in the high-need communities of Clairton, Duquesne, Wilkesburg, McKeesport, Homestead, McKees Rocks, Penn Hills, and Tarentum. Thus, the AIU has a strong presence in and knowledge of community resources and needs and a strong ability to identify and address gaps in services. The Lincoln Park Family Center partners with other Penn Hills community agencies to address the unique social, economic, and educational challenges faced by residents. The Lincoln Park Family Center addresses these needs by going into isolated, low-income areas to take services to the residents that would not otherwise be able to obtain such services due to their lack of public transportation and the lack of nearby services. The center does Dollar Energy enrollment, food bank distribution, and other resident-identified services for two subsidized housing communities. The After-School Program targets the factors that put today’s youth at risk for crime, violence, and substance abuse by teaching them to navigate through the challenges they may be experiencing, teaching skills to ease the transition to adulthood, and helping them learn more about themselves. Flexibility is key when serving high-need communities, and it must be done with understanding instead of judgement.

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.

The Lincoln Park After-School Program follows the Pennsylvania Statewide After-School Youth Development Statement of Quality for Safety and Health by providing a safe and accessible environment, clean and well-maintained facilities, and programming that promotes fitness, good nutrition, and healthy choices. Emotional safety is achieved through the positive connections created between and among youth and staff. The AIU has an extensive list of policies and procedures to ensure all program facilities, children, families, and staff are safe. AIU Policy 705 Safety requires that all AIU facilities must be maintained and operated in a safe condition for students, staff, and visitors. The AIU has other policies that focus on

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weapons in the workplace, gangs, bullying/cyberbullying to ensure student physical and emotional safety. The AIU facility manager ensures that programs are operated in a safe manner. A Safety Checklist is completed yearly and identifies hazards that may pose a safety issue, and repairs are scheduled to ensure the safety of the youth. The Lincoln Park Family After-School Program operates in a secure building with locked doors. There is a camera at the front door that allows staff to see who needs access to the building, and individuals must ring a doorbell to be buzzed into the building. Evacuation plans are posted in every room with illuminated exit signs that are visible throughout the building. Monthly fire drills are conducted to ensure that everyone can exit the building in a quick and safe manner. Staff meet each school bus that drops off children to the program and staff accompany the youth upstairs to the program areas. Each student signs into the program to ensure that there is an accurate attendance report daily. AIU staff have current clearances that include Act 151, Act 34, Act 114, Act 168, and Act 84. Staff are trained as Mandated Reporters and in first aid, and CPR. Staff always wear their AIU Identification badges so that the children and visitors can identify them as staff members. To assure that the After-School Program is a safe space, children are not permitted to attend the program if they are ill, have COVID symptoms, diarrhea or have a fever as outlined in the Parent Handbook. Students are supervised by staff the entire time they are participating in the After-School Program. Each year families of students in the After-School Program are given a Parent Handbook which is reviewed by them and outlines all policies and procedures of the program. Parents are required to complete a student pick-up authorization form, which informs staff on who is allowed to pick up a child from the program, that photo identification is required for anyone picking up a student, and that parents are expected to provide updated phone numbers. The After-School Program assists youth in developing strong positive connections with staff as well as their peers. All youth are treated with respect. Students follow the Parent Handbook's behavior policy, which prohibits fighting, drugs, weapons, inappropriate gestures, and disrespect towards peers and staff. Youth receive weekly character development classes assisting in developing strong moral character. Because the After-School Program is co-located with the Lincoln Park Family Center, students have access to the family center's playroom and kitchen. The building also has a gymnasium, playground, and football field. The Lincoln Park After-School Program has a memorandum of understanding with both the Penn Hills Police and Penn Hills Volunteer Fire Department to ensure safety and continuity of services.

- 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.

The activities offered by the Lincoln Park After-School Program provide the students with age-appropriate activities that focus on academics, recreation, individual creativity, and development of social skills with the peers and the adults in their lives. After reviewing the students' progress reports and report cards, staff recognized that many of the students in our program could benefit from extra assistance in math and reading skills; thus, the program adapted to offer tutoring sessions. Additionally, students participate in the DEAR (Drop Everything and Read) program in which students choose a book to read for a minimum of 30 minutes four times per week, which strengthens reading skills. DEAR time also helps children learn new words and ways to express themselves and improves their grammar. The After-School Program has character development classes that are intended to reinforce social and ethical skills in areas such as creative thinking, conflict resolution, decision making, interpersonal relationships, self-esteem, and social responsibility. The program's goal for our character development classes is to provide our students with the skills to help themselves and others by understanding the importance of respecting the rights of others. Recreation time in our programs is significant as it allows students to work on their relationships with their peers by increasing their cooperation and communication skills. Also, recreation time gives staff the opportunity to assess student interests. The weekly schedule of activities follows the following structure for Mondays through Thursdays. Every day starts with time to complete homework. If students do not have any homework, staff will ask them to assist other students or to find an educational activity to complete, such as alphabet writing, math assignments, grammar lessons or reading a book. After homework, students transition to structured play or arts and crafts activities based on their interests. Students eat dinner next, and the evening ends with structured play/gym time. Fridays, the students have free play time when they arrive at the program and then transition into the character development curriculum. Next, students have dinner, and the final activity is more free play/recreational time to end the week.

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- 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.

A major goal of the After-School Program is for students to learn to create positive connections with their peers, staff, and the community; thus, staff intentionally provide students many opportunities to forge these connections. The program partners with Boy Scouts of America to offer their character development curriculum via weekly classes in both After-School and summer programming. Topics include empathy, conflict resolution, bullying, and respect for self and others. Staff help students develop social skills by teaching students that their words and actions can have both positive and negative consequences both in and out of the classroom. The staff expand on the Boy Scouts curriculum to ensure students learn social-emotional, conflict resolution, problem-solving, and group learning skills. Staff create open lines of positive communication and interactions that happen as soon as the students enter the building each day. To build positive connections with the community, AmeriCorps service members engage the students in their community service activities, such as planting a flower garden, and community speakers are invited to share with the students, such as a community member who led an African Storytelling event.

Staff attend free virtual trainings and recorded videos offered by the National After-School Association, including Creating a Safe Environment with COVID-19 Testing, How Technology Supports Safe and Successful After-School Programs for Students, Families and Building Social and Emotional Skills in After-School, Approaches to Positive Guidance, and the ABC's of Decision Making. Each year, the After-School staff are required to complete Child and Adult Care Food Program (CACFP) Civil Rights training to ensure each participant in the program is treated fairly. The staff follow all AIU policies and procedures for all programming. The AIU Code of Conduct policy expects all staff to conduct themselves in a manner consistent with appropriate and orderly behavior and requires employees to maintain professional, moral, and ethical relationships with students at all times.

- 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?

The Lincoln Park After School Program is in the Lincoln Park section of Penn Hills due to community indices of student need and risk. The Penn Hills School District ranked in the bottom 50% of 500 school districts in PA for the 2018-2019 school year. On the 2019 PSSA, 68% of Penn Hills middle school students scored below proficient in English and 91% in math. The district participates in the National School Lunch Program's Community Eligibility Provision which provides free breakfasts and lunches in schools where at least 40% of the students are eligible for free or reduced lunches, meaning their families receive food stamps, medical assistance, or other government aid. The district population is 71% minority with the majority being African American compared to the Penn Hills community which is 54.8% white and 38.4% African American. The Lincoln Park After-School Program participants are all African American children. Additionally, the Penn Hills community is struggling with community blight and crime. Blighted properties decrease surrounding property values, erode the health of local housing markets, pose safety hazards, and reduce local tax revenue. The Penn Hills crime rate is higher than 77.2% of U.S. cities (City-data.com), rising from 2018 to 2019 by over 30%. The After-School Program hires staff from within the community whenever possible to tailor the program to match the needs of the students as much as possible and also provides culturally relevant programming and materials.

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.

The students want to participate in the After-School Program because it is a fun, safe place that provides intentional activities that promote a sense of belonging, social connections, and academic skills while their parents are working. The staff build relationships with students based on trust and respect. When students feel safe and supported, they can learn

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better. To build this relationship, staff participate in activities such as games and group activities that build upon student strengths. The After-School Program provides a respite from the high-risk neighborhoods where the students reside and where the students learn skills that help them avoid risky activities if left unsupervised around negative influences. We encourage them as they get older to take on leadership opportunities, which engenders a sense of pride and responsibility. Youth improve their social skills by the encouragement of their peers and staff. Youth increase academic skills because of the homework help received; academic reviews in math, reading, and grammar concepts provided individually or in groups in a way that is exciting to the students; and interactive learning experiences provided by partners such as the Science Center, Penn State Cooperative Extension, and Group Against Smog and Pollution. These partners provide lessons that promote scientific knowledge. All students have received passing grades and have been promoted to the next grade level at the end of each school year, thus building confidence in school and a sense of achievement. We provide the students with cultural enrichment activities through our partnership with Tickets for Kids. Tickets for Kids offers free admission to various cultural happenings within Allegheny County so that our youth can attend events they otherwise could not afford. We strive to ensure that the youth in the program remain engaged by using varied content and learning strategies that combine different academic, recreational, and cultural elements and by soliciting their input to identify programming that interests them. The Lincoln Park After-School Program is an experienced program, and our methods have shown that what we are doing is working as reported back to us through the students, parents/caregivers, and school district staff.

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 Lincoln Park After-School Program is born out of the family support center tradition, which emphasizes parents being treated as partners in the program. Parents are treated with respect as the experts on their children. We build positive relationships with parents because without relationship, there is no safe space neither physically nor emotionally for them or for their child. Communication is key with parents. We communicate successes with them about their child as well as having critical conversations when issues arise. We strive to build rapport with parents so that when there may be a difficult conversation, the parents are able to hear our discussion, trust what the staff are discussing with them, and offer positive solutions for the situation. To begin forming the working relationships, enrollment requires that parents come to the center to complete the enrollment packet for new children. At this meeting, parents receive an overview of the program, tour of the facility, and are introduced to all staff to get a sense of how their child will experience the program. Parents are encouraged to ask any questions they may have about the program, and staff ask questions of the parents to gain a perspective on the children and any learning or socializing goals the parents may have. This shows that the staff are interested in their children and that the program attempts to tailor experiences to each child's interests and needs when possible.

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.

The Lincoln Park After School Program will market the program on social media. There are three Penn Hills Community Facebook pages where the AIU has posted information regarding the After-School Program. The AIU website includes information regarding the After-School Program as does the Lincoln Park Family Center's Facebook page. The After-School Program distributes flyers to the three schools in the Penn Hills School District, and the program continues to strengthen the relationship with District personnel regarding the children enrolled in the After-School Program. The AIU has established a positive relationship with the guidance counselors and principals at these schools over the years. Our staff make sure that the schools have literature that they can provide to families that may need our services. The staff also meet with the three Penn Hills Schools at the beginning of each school year for the yearly staff meet and greet. This is where our staff meet any new school district personnel and inform them about the After-School Program and to strengthen that relationship with the school district. Flyers also are provided to privately owned businesses such as community convenience and grocery stores, nail and hair salons, and laundromats. The AIU also has a Communication Services Department, an in-house

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marketing, public relations, and communications group which specializes in creating and executing traditional, social, and digital marketing strategies. Content specialists and developers currently support and oversee all internal marketing and communications efforts. Marketing activities are tailored to reflect specific programming goals and needs. With over 22 years of excellent service to the community, word-of-mouth continues to be the strongest referral pathway for enrollment, and the After-School Program slots are always full and include a waiting list for services.

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.

The AIU's Board of Directors adopted a new 5-year strategic plan in July 2021 to guide the organization. The first strategic goal in that plan is "Attract, grow, and retain a high-quality and diverse workforce." Thus, the AIU is committed to recruiting and hiring smart, hardworking, and talented people and developing their capacity to support today's educational needs. The AIU's Human Resource Department (HR) is responsible for recruitment and hiring of all staff including racially diverse staff for the programs. HR posts for positions in diverse locations such as at local colleges like the University of Pittsburgh and Community College of Allegheny County, the AIU website, Indeed, Monster, and local community job fairs. The ten AIU family centers also post positions in their monthly newsletters, hang job postings on bulletin boards at the centers, put job postings on their Facebook pages, and ask families if they are interested or know someone interested in positions. The AIU hired its first Director of Diversity, Equity and Inclusion in March 2021, and he is responsible for the design and implementation of meaningful organization-wide DEI efforts that help shape a healthy and inclusive culture where everyone can grow and thrive. He also helps HR in recruiting a diverse group of individuals and is building pipelines from high school students to entry level jobs and beyond across the County. The current staff in the After-School Program live in or near the community, and all are African American and match the participant population's background.

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

The Lincoln Park After School Program will operate Monday through Friday from 3pm until 6pm during the school year, except for AIU holidays, school district emergency closures, teacher in service days, and weather or building related closures. The program will operate from September 6, 2022, through June 9, 2023. The Lincoln Park Summer Program will operate Monday through Friday from 9am until 5pm, except for any AIU holidays or building related closures. The summer program will operate from June 19, 2023, through August 11, 2023.

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

All meals at the Lincoln Park After-School Program served during the school year are provided by Nutrition Inc. and meet all requirements established by the United States Department of Agriculture (USDA). The dieticians review national standards so that what is being served meets and exceeds school guidelines. The Nutrition Inc. Group has been feeding youth for over 40 years. They provide food within schools including the After-School Program. Meals served during the summer are provided by the Penn Hills School District and meet all requirements established by the USDA. The site director purchases all snacks during the school year and summer for the students. The snacks purchased are low in sugar, salt, and fats. The After-School Program has two refrigerators for perishable food items and a locked storage cabinet for non-perishables.

Implementation Challenges (20 points possible)

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

The Lincoln Park After-School Program will reach out to the school guidance counselors to see if they can identify any families in need of our services. The After-School Program and the school district have a strong partnership, and the district provides referrals throughout the year. The staff also will reach out to the parents of youth already receiving services to see if they know of any families in need of services. The After-School staff also work closely with the family center staff, and they will ask the family center staff to inquire about any families on their caseloads in need of services. Approximately 95% of the youth that enroll into our program are referred via word of mouth from former or current families of the program or from family center staff. The Lincoln Park Family Center has a monthly newsletter and a Facebook page that also are used for

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recruitment of the program. The program has always had full enrollment and a waiting list because of the need of the program and its strong reputation.

11. If a youth in your Program experiences behavioral or mental health issues, what will you do?

Upon enrollment, parents are given a copy of Lincoln Park After-School Parent Handbook which provides the parents with the process and expectations of the program. If a youth in the program experiences behavioral or mental health issues, the staff will assess the situation to ensure that everyone is safe. If the situation is one where the staff is unable to handle the situation and the staff needs assistance, the site director will intervene and talk with the child. Depending on the severity of the issue, staff will either contact the parent immediately or wait until the child is picked up at the end of the program day to discuss the situation with the parents. All issues with children are documented, and all issues involve conversations with parents the day of the incident. A letter also will be sent to the child's parent/parents detailing the issue. All discussions and letters are confidential, and conversations happen in a private office. Letters are stored securely in a locked filing cabinet in the site director's locked office. Continued unsafe behaviors may result in the child being suspended or expelled from the program. If there is an expulsion from the program, parents can file a grievance within 5 days; at which time a meeting will take place to discuss some options that maybe suitable for that child such as mental health assistance and/or requesting the parent discuss any concerns with their pediatrician. The site director will support the parent through the process.

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?

The site director will review the data from the parent survey and schedule a meeting with the program staff to see if any parents have expressed any concerns about being unsatisfied with the program. The site director then will schedule a meeting with the parents to discuss the After-School Program and will listen to their concerns. Parents will be asked for input about the programming to improve the After-School Program, and the After-School staff will identify how to implement the input. The site director will observe and monitor the program daily to learn if the change is effective. Four weeks later, the site director will schedule a meeting with parents to update the parents on the impact of the changes and to explore if they are satisfied with the program changes. If a parent has an individual concern, the site director will meet one-on-one with that parent to address the concern. In general, the site director and After-School staff have an open-door policy and address any parent concerns in a positive and confidential manner.

13. If a parent of a child in your Program expresses a transportation issue, what will you do?

The students are transported from the school to the Lincoln Park After-School Program by the Penn Hills School District. If a family is having transportation issues with the school district, the staff will assist the family in contacting the Penn Hills School District Transportation Department to find a resolution. If requested by the parent, the staff will assist with completing the necessary paperwork required by the transportation department to set up bus transportation. In the event of an emergency, arrangements can be made to use the Lincoln Park Family Center van. Finally, the family center will provide bus tickets when needed.

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.

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- 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.

Budget Narrative

Salary/Wages: The salaries section of the budget consists of three part-time Group Leader positions, one full time Family Support Worker, two part time Summer Help positions, a 2% allocation for Specialist A and a 15% allocation for the Site Director.

Benefits: The AIU provides full medical coverage with a co-pay of \$50 per month or a percentage of the premium. The program also provides a spousal buyout program for those employees who choose not to use the agency's health coverage (\$1200). Disability Insurance is projected at .0087 of the salary, while Life Insurance is projected at the rate of .0036 x 2 times annual salary. The social security rate is calculated at 3.825% of annual salary. All employees are members of the Pennsylvania State Retirement System (PSERS). The cost to the program is calculated at 35.26% of total personnel. One half of the expense is reimbursed by the state as revenue, thus creating a net charge to the program of 17.63% of the total program salaries. All employees are covered by Unemployment and Worker's Compensation.

Rent & Utilities: Funds allocated in Rent & Utilities will cover class site rent at \$700 per month plus utilities and routine facility maintenance.

Transportation/Travel: Funds included under Transportation/Travel expenses are for bus transportation for field trips, as well as emergency bus tickets and mileage for participant transportation to site.

Supplies and Materials: Funds allocated in supplies and materials will cover the purchase of books, materials, food and supplies for participants, as well as office supplies for staff.

Laptops: The program will purchase 2 laptops for use by program staff.

Staff Training: Funds for staff training will cover staff training expenses identified during the course of the project.

Contracted Services: Funds included here will allow us to host AmeriCorps members to provide Instructional Support services to our program.

Service Contracts: Funds allocated for service contracts will pay for our class site monthly copier lease.

Communications: Funds for communications will cover the cost of the class site phone and internet service as well as a cell phone for the Family Support Worker.

Indirect Cost: Funds are allocated for indirect costs at the AIU's approved rate of 8%.

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?).

The Lincoln Park After School Program is a free program to the families and all spots in the program are free for the children.

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.

ALLEGHENY INTERMEDIATE UNIT

	total # of children requesting funding for	rate	days	total
Afterschool	30	\$27	180	145800
Summer	35	\$40	39	54600
				200400

**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
<i>Personnel</i>	108559
Group Leader	14625
Group Leader	14625
Group Leader	14625
Site Director	3171
Social Worker	3375
Family Support Worker	20625
Specialist A	1101
Employee Benefits	36412
<i>Operations (supplies, rent)</i>	24633
Rent & Utilities	7000
Transportation	3758
Program Materials	3775
2 Laptops	2400
Staff Training	500
Contracted Services	7200
<i>Other</i>	1808
Service Contracts - copier	375
Communications - Phone & Internet	1433
<i>Indirects - 8% State Approved Rate</i>	10800
*Total:	145800

Total funding request based on seats 145800

*Total should = total funding request based on seats

Summer	Expense
<i>Personnel</i>	45281
Group Leader	4875
Group Leader	4875
Group Leader	4875
Site Director	1057
Social Worker	1125
Family Support Worker	6875
Summer Help	3870
Summer Help	3870
Employee Benefits	13859
<i>Operations (supplies, rent)</i>	4673
Rent & Utilities	2500
Transportation	764
Program Materials	1409
<i>Other</i>	602
Service Contracts - copier	125
Communications - Phone & Internet	477
<i>Indirects - 8% State Approved Rate</i>	4044
*Total:	54600

Total funding request based on seats 54600

*Total should = total funding request based on seats



KEYS Service Corps AmeriCorps
1 Smithfield St, Suite 246
Pittsburgh, PA 15222

2/17/2022

Nikisha Cunningham, Site Director
Lincoln Park Family Center
[REDACTED]
Pittsburgh, PA 15235

Dear Ms. Cunningham:

The KEYS Service Corps AmeriCorps program welcomes the opportunity to partner with the Lincoln Park After-School Program. We understand the importance of supporting students with the strengths-based supports they need to excel in school.

Currently we have one of our AmeriCorps members serving with the Lincoln Park Family Center After-School Program.

The After-School's use of homework help and mentoring provide students in the Penn Hills School District with the hands-on knowledge and skills they need to establish relationships with their teachers and knowledge of what is expected of them in school, leading to school success.

We commit our support to the AIU's Lincoln Park After-School Program. Feel free to contact me at [REDACTED] with any questions regarding our partnership.

Sincerely,

Helen Wachter, Program Director
KEYS Service Corps AmeriCorps