



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

INFORMATION

Proposer Name: Manchester Youth Development Center

Authorized Representative Name & Title: Dennis Henderson, Executive Director

Address: 1214 Liverpool St., Pittsburgh, PA 15233

Telephone: [REDACTED]

Email: dhenderson@mydc.org

Website: www.MYDC.org

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

Date Incorporated: 1968

Partners included in this Proposal: None

How did you hear about this RFP? *Please be specific.* DHS Quarterly Meeting in January presented by Jace Ransom

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	Dennis Henderson	[REDACTED]	dhenderson@mydc.org
Contract Processing Contact	Dennis Henderson	[REDACTED]	dhenderson@mydc.org
Chief Information Officer	N/A	Enter number.	Click here to enter text.
Chief Financial Officer	Melissa Strader	[REDACTED]	mstrader@mydc.org
MPER Contact*	Jaharia Filmore	[REDACTED]	jfilmore@mydc.org

* 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.
Please See Attachment

Board Chairperson Name & Title: Andrew Clem, Chair

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: andrew.clem@pnc.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.*

1. Vasilios Scoumis
Manchester Academic Charter School
Afterschool Support
vscoumis@macsk8.org
[REDACTED]
2. Cassidy Graham
Soccer Shots
cassidygraham@soccershots.com
412-589-8928
3. Olivia Benson
The Forbes Fund
olivia@forbesfunds.org
[REDACTED]

PROPOSAL INFORMATION

Date Submitted 3/2/2022

Amount Requested: \$625,383

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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.

MYDC has been providing OST programming for youth and families since 1968. Founded as a recreational facility, MYDC was an alternative to street life for local youth and was officially incorporated in 1975 with a school-based curriculum in an afterschool setting. In 1993, MYDC annexed Training Wheels, a local preschool, in an effort to provide affordable, educationally-based, preschool in the community. In 1997, MYDC played an integral role in founding Manchester Academic School (MACS). Today MYDC continues to play an integral role on Pittsburgh's North Side providing early childcare, after school programming, and summer programming for youth.

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

MYDC was established as a safe place for youth in the marginalized, black community of Manchester amidst an atmosphere of uncertainty, fear, and inequity compounded with the assassination of Dr. Martin Luther King. MYDC has been committed to serving the marginalized residents since it began and has served as a pillar for the youth and families of Manchester and throughout the Northside for over 50 years. Our experience is intertwined within the very culture of the community with many of our staff either residents of the community we serve and/or alumni of our programs.

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?

Since its founding in 1968, MYDC's sole purpose has been to assist parents and caregivers with the total development of their children in a nurturing environment. Children's physical and emotional well-being is the purpose of our existence and we ensure safety through diligent supervision, often exceeding the required ratios with the groups of students we serve. In addition, we welcome parent engagement and parent communication is routine through ProCare and other communication platforms.

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We have an internal team of educators focused on developing project based lessons from preschool up to 6th grade level that promotes peer to peer collaboration, while navigating career options and academic enrichment. The projects are facilitated by engaged staff members partnering with companies and individuals from various industries, exposing youth to a variety of interests and/or career paths while developing 21st century skills.

MYDC programming and activities occur in a dynamic facility of approximately 55,000 square feet that includes a gymnasium, as well as outdoor recreational space. MYDC is made up of 3 programs:

- Training Wheels Preschool and Pre-K Childcare Program (TW)
- Afterschool Program - offering a range of academic, physical, and creative activities throughout the academic year
- Camp CHOICE Summer Program - offering a six-week academic enrichment and recreational program over the summer

Training Wheels provides affordable, educationally based, pre-school for early learning experiences. Developmentally appropriate activities include: free play; fine and gross motor skill development; language arts, math and science activities; expressive arts including music, visual art, and dramatic play; social science; multicultural activities including Mandarin; nutrition, health, and safety; and technology.

MYDC's After School Program offers organized programming for up to 130 students in grades K-5. Components include: homework help/tutoring, recreational, creative, and physical activities. Through partnerships with local organizations and the expertise of on-site staff, enrichment programming activities vary from hands-on STEAM projects, technology, physical activity, yoga, and creative arts. In addition, snacks are offered to all After School students. During a typical week, Monday through Friday, students report to their assigned study room from the final school bell at 3:15 to 4:00 where they transition and have their snack and complete their homework with staff available to support as needed. From 4:00 to 4:45 students participate in a facilitated physical activity, creative arts, or STEM activity. They will rotate among those activities as scheduled again at 4:50 to 5:35 with the final 20 minutes of After School reserved for reflective/restorative group until dismissal.

Camp CHOICE Summer Program is a 6-week program focused on recreation, physical activity, and encouragement of independence and good decision-making. Campers are offered developmentally appropriate activities ranging from: Imagineering theme park design using Imagineering in a Box, STEM and Robotics, Exercise and Nutrition, Rhythmic Movement and Flexibility, Little Dribblers basketball clinics, Jump In single and double dutch jump roping, Flag Football, and Tag.

It is our policy that Employees are prohibited from engaging in any activity, practice or conduct which conflicts with, or appears to conflict with, the interests of MYDC, its consumers, vendors, contractors, or suppliers.

We understand that the public judges MYDC by the way its employees conduct themselves in the positions to which they are employed. Suppliers, vendors and agency representatives have a right to expect that all employees will conduct themselves in a manner that will preserve

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confidence in and respect for MYDC. Such confidence and respect can best be promoted if every employee will uniformly:

- Treat all consumers with impartiality, fairness and equality under the law.
- Avoid both actual and potential conflicts between his private self-interest and the public interest.

All employees of MYDC shall affirm this policy. The signed affirmation is filed with the Director. All employees receive a copy of the employee handbook and 12 hours and annual training is built into our calendar year.

Our program will continue to be based in the Manchester community of the Northside and serve the greater surrounding region. This location was selected over 50 years ago due to the Manchester community being plagued with poor living conditions and a high percentage of blacks living in poverty. Despite the black community being dispersed in Manchester, due to gentrification, many of the alumni, families, and pockets of blacks living in Manchester and throughout the Northside, still look to MYDC as a safe haven for their children for early childhood and afterschool programs.

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.

Youth participate in our Out-of-School programming because of the trust and relationships that have been established for many of them by generations of family members who have gone through our programs and the culture of personal care that continues to persist. Not only dependent on established culture and connections of the past, MYDC continues to listen and modify programming to the interest and needs of the youth today. We tailor our programming by monitoring their curriculum and grades within their school settings and filling in the academic gaps with support and enrichment. We conduct interviews and surveys to identify career or hobby interest and work with community partners or create original projects to meet those requests.

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.

MYDC communicates with parents through a variety of both formal and informal structures. Flyers and printed newsletters and paper notes go home with students, and email and social media are used for general announcements, however our primary source of communication is through ProCare in which parents can communicate directly with teachers, receive updates of activities going on in class, securely sign their child in and out of programming, receive and sign permission slips and review the calendar of upcoming events.

Operations (20 points)

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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.

MYDC has a long history with Manchester Academic Charter School and primarily draws students from this program. MYDC and MACS share a building and the two organizations work collaboratively on a number of initiatives. In addition, MYDC draws some of our OST youth from surrounding schools including: Pittsburgh Manchester, Pittsburgh Allegheny, and Pittsburgh King. MYDC will also promote our programs and referral pathways via social media and other Northside publications.

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.

MYDC has been fortunate to have sustained a great relationship with many alumni who return to volunteer with the program. MYDC works with Partner 4 Work to develop a continual pipeline of staff for our After School and Camp CHOICE programs. MYDC also prides itself on hiring individuals beyond our immediate community with skill sets and passions that will expose our youth to concepts and relationships beyond their immediate community. We use a variety of platforms to recruit staff ranging from community word of mouth, social media, Indeed and Linked In. Our interviews are always onsite and we critically observe how prospective candidates navigate the space and interact with those they encounter upon entering the MYDC community.

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

MYDC operates from 3:15 to 6:00 Monday through Friday during the school year and from 8:30 - 5:00 Monday through Friday during the summer.

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

We have a fully functional kitchen and full-time kitchen staff that adheres to all applicable regulations regarding food preparation and storage throughout the school year and summer.

Implementation Challenges (20 points possible)

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

Traditionally we struggle with an extensive waiting list of youth that we cannot accept due to capacity limitations. If low attendance were to be an issue, we would simply refer to our waiting list and provide opportunities to those families to fill any vacancies. If low attendance seems to be a trend beyond a simple case-by-case basis, we would reevaluate our programming and activities to identify the cause of low attendance and seek to identify the needs of the youth and families.

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

MYDC hires well trained staff that work within the context of a trauma informed approach to address behavioral or mental health issues. We provide professional development and support to our staff throughout the year. If a staff member deems the situation beyond their scope of management, they contact the Director who will then seek to de-escalate the situation by removing the stimuli and/or contacting a parent of the youth and/or support service such as NAMI Crisis Support if deemed necessary.

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 will conduct an internal assessment of what areas we can improve upon to address the concerns of our parents and make the necessary changes within reason.

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

At this time we do not have any means of providing transportation for our youth but we always seek to provide support for a child to procure transportation by connecting with another parent willing to car-pool or support public transit arrangements made by parents on a case-by-case basis.

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.

After School Budget

All "Total Expense" of the After School budget accounts for the 10 months that the building is in use for after school programming and accounts for the cost of staff for the 191 days covered under the scope of the RFP. Being that approximately 25% of our youth are covered by subsidies, the total "Request Expense" is calculated at 75% of the highlighted total cost. The only line under the Operations out of alignment of this was the Full-Time Program Staff which

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the request was calculated at 40% due to other funding sources covering the other 60% of those costs. Each line item is in bold below.

After School “Personnel” Line Items

Part-Time After School Staff accounts for 20 staff hired to work 3 hours per day at a rate of \$25 per hour. **Program Director** accounts for the pay of 1 afterschool director who oversees operations and programming. **Program Staff** accounts for the 3 Full-Time Staff dedicated to developing curriculum, facilitating workshops and activities and providing support and training to part-time staff. **Admin Assistance** is the cost of administrative support such as managing the front door, answering phones, and printing copies. **Professional Development** is the procurement of resources to facilitate 3 professional development days throughout the year. **All other Lines under the Personnel Section** are in regards to the cost of taxes and benefits relating to our personnel budget.

After School “Operations” Line Items

Supplies are the items secured by staff to prepare, organize, and execute all programs and operations for after school programming. **Rent/Utilities** include all utilities and rent cost of 50,000 sq ft facility. **Property/Liability Insurance** cost. **Food/Snacks** covers daily snacks, lunch on weekends and field trips. **Technology Services** covers contracted tech support and repairs for operations and programs. **Print/Copies** for operations, programming, and communication.

After School “Activities” Line Items

Field Trips/Transportation cover the transportation cost of travel and entry for two field trips per semester for each group served Kindergarten - 5th Grade. **Student Activities** accounts for the cost of outside direct services or enrichment activities with students. **Program Event** cumulative event each semester (a total of two) highlighting the programming and projects completed by the students open to families and the general public. **Supplies** materials and resources necessary to engage Kindergarten through 5th grade student academic support, enrichment, creativity and development throughout the year.

Summer Budget

All “Total Expense” of the **Summer Budget** accounts for the 2 months that the building is in use for afterschool programming and accounts for the cost of staff for the 29 days covered under the scope of the RFP. Being that approximately 25% of our youth are covered by subsidies, the total “Request Expense” is calculated at 75% of the highlighted total cost. The only line under the Operations out of alignment of this was the Full-Time Program Staff which the request was calculated at 28% due to other funding sources covering the other 72% of those costs. Each line item is in bold below.

Summer “Personnel” Line Items

Part-Time After School Staff accounts for 20 staff hired to work 8 hours per day at a rate of \$25 per hour. **Program Director** accounts for the pay of 1 afterschool director who oversees

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operations and programming. **Program Staff** accounts for the 3 Full-Time Staff dedicated to developing curriculum, facilitating workshops and activities and providing support and training to part-time staff.

Summer “Operations” Line Items

Supplies are the items secured by staff to prepare, organize and execute all programs and operations for afterschool programming. **Rent/Utilities** include all utilities and rent cost of 50,000 sq ft facility.

Summer “Activities” Line Items

Field Trips/Transportation cover the transportation cost of travel and entry for two field trips for each group served Kindergarten - 5th grade during the summer. **Student Activities** accounts for the cost of outside direct services or enrichment activities with students. **Program Event** cumulative event each semester (a total of two) highlighting the programming and projects completed by the students open to families and the general public.

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 approximately 25% county funding, 18% subsidies, 38% grants, 11% donations, 8% private pay, subsidies and free spots on an as needed basis.

We currently have a fee of approximately \$1.60 per day for all non-subsidized families paid at the beginning of each semester (\$300) for the After School to ensure attendance which accounts for approximately \$20,000, taking into account sibling discounts and waived fees. If awarded and deemed necessary, we can provide a refund to families with youth in routine attendance.

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

Line Item	Amount	Category	Notes
1	10000	Program	
2	5000	Personnel	
3	15000	Materials	
Total	30000		

Excluded from RFP 23-01-01 on 10/10/2023
 Excluded from RFP 23-01-01 on 10/10/2023
 Excluded from RFP 23-01-01 on 10/10/2023

*Only funds are eligible for award that are funded by Seattle's state and local funds that are included in this issue.
 **Funds are not eligible for award for a subset of total number of sites to be used.

Account	Actual Expense	Revised Expense
10000	10000	10000
20000	5000	5000
30000	15000	15000
40000	10000	10000
50000	10000	10000
60000	10000	10000
70000	10000	10000
80000	10000	10000
90000	10000	10000
100000	10000	10000
110000	10000	10000
120000	10000	10000
130000	10000	10000
140000	10000	10000
150000	10000	10000
160000	10000	10000
170000	10000	10000
180000	10000	10000
190000	10000	10000
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920000	10000	10000
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940000	10000	10000
950000	10000	10000
960000	10000	10000
970000	10000	10000
980000	10000	10000
990000	10000	10000
1000000	10000	10000
Total	30000	30000

Total funding request based on seats: 30000
 Total should = total funding request based on seats: 30000

Account	Actual Expense	Revised Expense
10000	10000	10000
20000	5000	5000
30000	15000	15000
40000	10000	10000
50000	10000	10000
60000	10000	10000
70000	10000	10000
80000	10000	10000
90000	10000	10000
100000	10000	10000
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920000	10000	10000
930000	10000	10000
940000	10000	10000
950000	10000	10000
960000	10000	10000
970000	10000	10000
980000	10000	10000
990000	10000	10000
1000000	10000	10000
Total	30000	30000

Total funding request based on seats: 30000
 Total should = total funding request based on seats: 30000

We presently have a mixed model of approximately 25% county funding, 18% subsidies, 38% grants, 11% donations, 8% private pay, subsidies and free spots on an as-needed basis.
 We currently have a fee of approximately \$1.60 per day for all non-subsidized families paid at the beginning of each semester (\$300) for the After School to ensure a lunch when accounts or approximately \$20,000, taking into account sibling discounts and waived fees. If awarded and deemed necessary, we can provide a refund to youth with routine a lunch.



MANCHESTER ACADEMIC CHARTER SCHOOL

1214 Liverpool Street, Pittsburgh, PA 15233

412.322.0585 (Elem) | 412.889.7278 (MS)

info@macsk8.org | www.macsk8.org

March 1, 2022

Allegheny County Department of Human Services
One Smithfield Street
Pittsburgh, PA 15222

Re: Manchester Youth Development Center

To Whom it May Concern:

I am writing to endorse Manchester Youth Development Center's application for County funding for their After School and Camp CHOICE Programs. Manchester Academic Charter School (MACS) and Manchester Youth Development Center (MYDC) have a long history of collaboration and mutual support. Since our founding, MYDC has been an essential asset to the youth and families of MACS by providing year round programming outside-of-school and during the summer providing academic, recreational, and emotional support.

Giving youth hope and opportunity is the best avenue to youth development and community progress. MYDC is a leader in out-of-school education, making, and the arts for Northside families. In a DHS funding cycle that is likely to be highly competitive, it is my great hope and strong recommendation to you that Manchester Youth Development Center be chosen as a worthy candidate for support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vasilios Scoumis', is written over a white background. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Vasilios Scoumis
CEO