



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Melting Pot Ministries

Authorized Representative Name & Title: Diane Ford, Executive Director

Address: [REDACTED]

Telephone: [REDACTED]

Email: dford@ourmpm.org

Website: www.ourmpm.org

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

Date Incorporated: 11/17/2005

Partners included in this Proposal: [Click here to enter text.](#)

How did you hear about this RFP? *Please be specific.* Department of Human Service informed us of this opportunity.

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	Diane A. Ford	[REDACTED]	dford@ourmpm.org
Contract Processing Contact	Yuronne Battles	[REDACTED]	ybattles@ourmpm.org
Chief Information Officer	Diane A. Ford	[REDACTED]	dford@ourmpm.org
Chief Financial Officer	Yuronne Battles	[REDACTED]	ybattles@ourmpm.org
MPER Contact*	Yuronne Battles	[REDACTED]	ybattles@ourmpm.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.

Jerrel T. Gilliam

Jay Gilmer

Duane Evans

Rev. Lee Walls

Rev. Christopher Glover

Dr. Shannah Gilliam

Board Chairperson Name & Title: Jerrel T. Gilliam

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: jgilliam@lightoflife.org

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

Funder

Mary Phan-Gruber, CEO

Jefferson Regional Foundation

Mary.phan-gruber@jeffersonrf.org

[REDACTED]

Community Partner

Adopt A Family

Pamela Sanders, Founder

adoptafamilysouthhills@outlook.com

412-360-9658

Local School District

Dr. Wayne P. Gdovic, Superintendent

Wayne.gdovic@sparksd.org

[REDACTED]

RFP for Out-of-School Time Programs

PROPOSAL INFORMATION

Date Submitted 3/1/2022

Amount Requested: \$417,075.00

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

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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.

Our mission focuses on children and their families who are underserved by the educational, social-emotional, and cultural organizations in the South Hills communities of South Park, Bethel Park, and Baldwin-Whitehall. The students we serve usually come to us often disengaged from school; from their culture & from each other. We use a positive youth development approach which has been proven to produce consistent, positive results.

- We strengthen and enrich the desire to learn by engaging interests and talents of a diverse group of students from South Park, Bethel Park, and Baldwin-Whitehall School Districts.
- We have successfully established and maintained strong and close partnerships with our three school districts and with our mental health partners, Allegheny Children's Initiative and Wesley Spectrum Services.

Melting Pot seeks to build the strongest team in our community for the challenges we face. We are able to successfully recruit outstanding and compassionate individuals because although they share our common vision for a healthier community, they also recognize that our organizational structure provides them with the opportunity to impact at-risk families with lasting significance. Together, we have developed the most comprehensive youth development approach in our area.

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

We have been a contract provider for the Department of Humans Services of Allegheny County for after school and summer enrichment since 2009.

There have been disturbing statistics released this past decade regarding the growth of the nation's suburban poor. The stakeholders in our three South Hills communities all realize that the underserved population has been growing rapidly in our area. If the services these families need are not expanded, then Melting Pot is concerned that our graduation rates for African American males will continue to decline and that school suspensions and juvenile crime will increase.

The new question that has recently emerged is how to make high quality programs such as ours available to other neighboring former coal-mining communities. Today, we are a grass-roots organization with strong ties to both the faith community and the underserved families in neighboring localities. We have forged a strong and unique collaborating team with our own faith-based, mental health, and educational stakeholders and we have experienced significant outcomes in each of our program areas. We are now equipped with the professional capability and the experience to duplicate that same model in those neighboring communities.

Program Design (40 points possible)

3. Provide an overall description of your proposed OST Programming:

RFP for Out-of-School Time Programs

- **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.**
 - Through partnerships with our neighboring organizations, we have found a solution to serve our families. Melting Pot has negotiated with the Catholic Diocese of Pittsburgh to rent a new site (Nativity Church - a parochial school located on Curry Road at the intersection of South Park, Bethel Park, and Baldwin-Whitehall). With this new facility, we have been able to increase our enrollment and serve all of our students under one roof. This has saved considerable costs for the organization and allows us to coordinate our transportation services more effectively. During our OST programming, we have access to ample classroom space, a gymnasium, counseling offices, and a fully equipped cafeteria.
 - We provide 4 days of AFTERSCHOOL academic remediation to students performing below grade level through individual, group and on-line instruction. We do not only focus on homework help.
 - We create safe, familiar and nurturing settings for our children by using faith based facilities in their own communities.
 - We develop strong and empowering relationships with our parents and provide parenting training classes on a regular basis.
 - We use certified teachers (many employed by local School Districts) and are especially committed to maintaining a 4 to 1 student/teacher ratio whenever possible.
 - We recognize that many of the students we target exhibit negative social-emotional behaviors in school and in the home. Our professionally trained therapeutic and liaison staff persons led by a consulting licensed clinical psychologist works closely with both the parent in the home and the teacher in the classroom. They are trained to identify the behaviors and determine if further evaluation and referral is needed.
 - We provide a six-week summer program that is an enriching experience for students from preschool age to high school. Along with social and recreational activities, our children enjoy reading instruction, social-emotional skill building, fitness, art and culturally enriching experiences.
 - We have a dedicated staff member responsible for maintaining and updating our health and safety plan. This plan includes CPR/First Aid Training, Evacuation Plan (Fire Drill and Evacuation Practice), COVID Safety Plan and Crisis Prevention-Intervention Training.
- **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.**

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Using a Wraparound process, community based services and supports will “wrap around” a child or youth and their family in their home, school, and community in an effort to help meet their needs. A Licensed Behavioral Specialist will lead a team that includes 4 Teachers, 2 Tutors, a Family Therapist, an Art Therapist, (3) Therapeutic Support Staff persons, a Cultural Liaison and an Intake-Outreach Coordinator. We seek out disengaged students to reconnect them back to our program and to school. We also focus on supporting learning and addressing challenging behaviors that occur in the school, the home and the community.

Monday and Thursday - Elementary School

4:00 pm	Drop Off Your Bags - Students drop their bags off in the classroom/pod
4:10 pm	Shake it Off - Students report to the Gym and have the opportunity to run around to shake off anything that occurred in the day.
4:30 pm	Group Talk
4:45 pm	Students eat dinner
5:00 pm	Academic time
5:45 pm	Art Therapy (Thursdays only)
6:15 pm	Snack Time
6:30 pm	Dismissal

Wednesday and Friday - Middle School

3:30 pm	Students eat Dinner
4:00 pm	Academic Time
5:30 pm	Gym Time/Art Therapy (Friday only)
6:15 pm	Snack Time
6:30 pm	Dismissal

- **Describe how you will provide participants with opportunities to make positive connections with peers, adults and their community.**

"Going to Bat For You" is a potential collaboration with the Pittsburgh Pirates. We have a number of disengaged adolescent boys and girls who need mentoring and encouragement. We envision a virtual program that allows students to interact while playing video games with honest discussions with healthy male adults. Pittsburgh Pirate players would like to interact with them around character building topics. Our ultimate goal is to "reconnect" them so that we can then teach them.

The Samuel and Anna Mae Richardson Community Garden provides an opportunity for our middle and high schools students to learn gardening skills, community service, health and wellness. This garden is located in Bethel Park in one of our old coal-mine towns called Coverdale. Annually the neighborhood elementary students, with the assistance of high school students, plant and nurture seeds to be planted into the garden. The students are encouraged to glean produce for consumption and to donate to local families in need.

- **Provide a brief description of your organization’s code of conduct for staff, staff training expectations, and policies and procedures.**

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Our Code of Conduct policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors, volunteers, families, children, board members, and community partners. We promote inclusion and diversity of thought; however, all employees should avoid offending and disrupting our workplace. We expect to foster a well-organized, respectful and collaborative environment.

Training, supporting, and mentoring staff is a critical component to help our organization be efficient and successful in meeting our organizational goals and objectives. We have implemented a new performance management process to increase our staff's competencies and capabilities. Our training includes technical, job-specific, safety, compliance, and professional development.

Our policies and procedures outline clear protocols for consistency and efficiency which are in accordance with state and federal regulations. Our policies and procedures range from compliance, safety, and departmental operations. In addition, our personnel policies include conduct, performance expectations, and benefits.

- **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?**

Our population is culturally diverse and approximately a third of our students come from African refugee families recently relocated to the South Hills, a third from bi-racial, Hispanic or Caucasian parents, and the remaining third from African-American parents. Our overall goals are to connect them to learning; to connect them to each other and to their community; to engage their interests and talents; and to improve their sense of self-worth. The key components of our unique and comprehensive program are: Learning Konnections, Teen Konnections, Healthy Konnections, and Family Konnections.

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.

Our OST Programming offers a unique opportunity for our youth and their families. We are situated in the South Hills of Pittsburgh which is not culturally diverse or culturally competent. Our program, unlike any other program in our footprint, is reflective of the diverse population that we serve. We value and celebrate each other's culture and ethnic identity which helps promote positive self-image, pride in who they are, who their family is and where they come from.

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.

We communicate with our parents/caregivers via phone calls, texts, emails, newsletters, and regular mail. Our Intake/Outreach coordinator and Cultural Liaison are available and accessible to answer all questions and concerns presented by parents.

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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 market our program through our relationships with Baldwin/Whitehall, Bethel Park and South Park School Districts, at local churches and at community organized events. We have solid relationships with each school district, we partner with them to provide transportation, behavioral and academic support.

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.

We use a variety of recruitment tools: online hiring platforms, within the local school districts, churches and community boards. We are committed to hiring and retaining culturally competent staff that reflects the population that we serve.

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

After-school	Monday and Thursday (4:00 pm - 6:30 pm) Wednesday and Friday (3:30 pm - 6:30 pm)
Summer	Monday through Friday (9:00 am - 3:00 pm)

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

We currently partner with the Greater Pittsburgh Community Food Bank who provides snacks and meals during the school year and summer. We have a walk-in refrigerator and shelving for dry and shelf stable meals.

Implementation Challenges (20 points possible)

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

We will offer more extracurricular activities: game room, mentorships and community outreach events. We will also provide incentives to our current students who refer a friend to the program. We will also reach out to schools and organizations with children and teen programs to share information about our after school and summer programs.

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

We use a wraparound approach to provide services and support for our youth and their family. We will meet them virtually, in their home, or at school. Our Behavioral Health Team meets weekly to discuss any behavioral or mental health issues with our Licensed Behavioral Specialist, Therapeutic Support Staff, and Cultural Liaison to address challenging behaviors that occur while in the OST program, at school, at home and/or in the community.

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?

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We take all comments and concerns seriously. This assessment would indicate areas of opportunity to improve our programming. We will accept suggestions and offer training, when appropriate.

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

We provide transportation for families that identify the need.

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.

AFTER SCHOOL BUDGET

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	75	\$27	163	330075
Summer	75	\$40	29	87000
				417075

**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

RFP for Out-of-School Time Programs

Afterschool	Expense
<i>Personnel</i>	257498
<i>Executive Director</i>	30000
<i>Assistant Director</i>	23400
<i>Executive Assistant</i>	13000
<i>Finance Director</i>	23400
<i>(2) Program Directors</i>	45000
<i>Cultural Liaison</i>	22500
<i>Care Coordinator</i>	16875
<i>Outreach Coordinator</i>	16250
<i>(4) Teachers</i>	32423
<i>(3) Program Assistants</i>	14850
<i>(2) Drivers</i>	9900
<i>(3) Student Leaders</i>	6750
<i>Clearances</i>	450
<i>Payroll Taxes</i>	
<i>IT</i>	2700
<i>Operations (supplies, rent)</i>	64117
<i>Transportation</i>	1400
<i>Fuel</i>	1800
<i>Supplies/Materials</i>	1800
<i>Food</i>	4500
<i>Rent</i>	35742
<i>Building Maintenance/Cleaning</i>	9000
<i>Telephone</i>	900

RFP for Out-of-School Time Programs

<i>Cable</i>	1575
<i>Vehicle Maintenance</i>	900
<i>Subscriptions</i>	2500
<i>Equipment</i>	2500
<i>Training</i>	1500
<i>Other/Indirect</i>	8460
<i>Database</i>	360
<i>Icloud Access</i>	900
<i>Insurance</i>	7200
<i>Indirects</i>	
*Total:	330075

Total funding request based on
seats 330075

*Total should = total funding request based on
seats

SUMMER BUDGET

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.

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				417075

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RFP for Out-of-School Time Programs

Summer	Expense
<i>Personnel</i>	62011
<i>Executive Director</i>	6000
<i>Assistant Director</i>	4680
<i>Executive Assistant</i>	2600
<i>Finance Director</i>	4680
<i>(2) Program Directors</i>	9000
<i>Cultural Liaison</i>	4500
<i>Care Coordinator</i>	3375
<i>Outreach Coordinator</i>	3250
<i>(4) Teachers</i>	8286
<i>(3) Program Assistants</i>	2970
<i>(3) Drivers</i>	2970
<i>(3) Student Leaders</i>	1500
<i>Clearances</i>	200
<i>Payroll Taxes</i>	5400
<i>IT</i>	600
<i>Temporary Summer Staff Stipends</i>	2000
<i>Operations (supplies, rent)</i>	23109
<i>Transportation</i>	1750
<i>Fuel</i>	600
<i>Supplies/Materials</i>	500
<i>Food</i>	809
<i>Rent</i>	9000
<i>Building Maintenance/Cleaning</i>	2000
<i>Telephone</i>	200
<i>Cable</i>	350

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Vehicle Maintenance	200
Subscriptions	200
Equipment	500
Field Trips	6250
Training	750
Other/Indirect	1880
Database	80
Icloud Access	200
Insurance	1600
Indirects	
*Total:	87000

Total funding request based on seats 87000

*Total should = total funding request based on seats

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 NARRATIVE

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.

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				417075

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RFP for Out-of-School Time Programs

Afterschool	Expense	Narrative
<i>Personnel</i>	257498	
<i>Executive Director</i>	30000	50% of \$60,000 yearly salary
<i>Assistant Director</i>	23400	50% of \$46,800 yearly salary
<i>Executive Assistant</i>	13000	50% of \$26,000 yearly salary
<i>Finance Director</i>	23400	50% of \$46,800 yearly salary
<i>(2) Program Directors</i>	45000	50% of \$90,000 yearly salary
<i>Cultural Liaison</i>	22500	50% of \$45,000 yearly salary
<i>Care Coordinator</i>	16875	50% of \$33,750 yearly salary
<i>Outreach Coordinator</i>	16250	50% of \$32,500 yearly salary
<i>(4) Teachers</i>	32423	50% of \$82,859 yearly salary
<i>(3) Program Assistants</i>	14850	50% of \$29,700 yearly salary
<i>(2) Drivers</i>	9900	50% of \$19,800 yearly salary
<i>(3) Student Leaders</i>	6750	\$250/month x 9 months x 3 student leaders
<i>Clearances</i>	450	Estimate
<i>Payroll Taxes</i>		
<i>IT</i>	2700	\$300/month x 9 months
<i>Operations (supplies, rent)</i>	64117	
<i>Transportation</i>	1400	\$350/trip x 4 trips
<i>Fuel</i>	1800	\$200/month x 9 months
<i>Supplies/Materials</i>	1800	\$200/month x 9 months
<i>Food</i>	4500	\$500/month x 9 months
<i>Rent</i>	35742	\$4,500/month x 9 months - \$4,758 amount needed to make budget
<i>Building Maintenance/Cleaning</i>	9000	\$1,000/month x 9 months
<i>Telephone</i>	900	\$100/month x 9 months

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<i>Cable</i>	1575	\$175/month x 9 months
<i>Vehicle Maintenance</i>	900	\$100/month x 9 months
<i>Subscriptions</i>	2500	Estimate
<i>Equipment</i>	2500	Estimate
<i>Training</i>	1500	Estimate
<i>Other/Indirect</i>	8460	
<i>Database</i>	360	\$40/month x 9 months
<i>Icloud Access</i>	900	\$100/month x 9 months
<i>Insurance</i>	7200	\$800/month x 9 months
<i>Indirects</i>		
	*Total: 330075	

Total funding request based
on seats 330075

*Total should = total funding request
based on seats

SUMMER BUDGET NARRATIVE

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.

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RFP for Out-of-School Time Programs

Summer	Expense	Narrative
<i>Personnel</i>	62011	
<i>Executive Director</i>	6000	10% of \$60,000 yearly salary
<i>Assistant Director</i>	4680	10% of \$46,800 yearly salary
<i>Executive Assistant</i>	2600	10% of \$26,000 yearly salary
<i>Finance Director</i>	4680	10% of \$46,800 yearly salary
<i>(2) Program Directors</i>	9000	10% of \$90,000 yearly salary
<i>Cultural Liaison</i>	4500	10% of \$45,000 yearly salary
<i>Care Coordinator</i>	3375	10% of \$33,750 yearly salary
<i>Outreach Coordinator</i>	3250	10% of \$32,500 yearly salary
<i>(4) Teachers</i>	8286	10% of \$82,859 yearly salary
<i>(3) Program Assistants</i>	2970	10% of \$29,700 yearly salary
<i>(3) Drivers</i>	2970	10% of \$19,800 yearly salary
<i>(3) Student Leaders</i>	1500	\$250/month x 2 months x 3 student leaders
<i>Clearances</i>	200	Estimate
<i>Payroll Taxes</i>	5400	approx. 10% of total salaries, not including student leader clearances, and IT
<i>IT</i>	600	\$300/month x 2 months
<i>Temporary Summer Staff Stipends</i>	2000	\$1000 for 2 temporary summ staff
<i>Operations (supplies, rent)</i>	23109	
<i>Transportation</i>	1750	\$350/trip x 5 trips
<i>Fuel</i>	600	\$100/week x 6 weeks
<i>Supplies/Materials</i>	500	Estimate
<i>Food</i>	809	\$125/week x 6 weeks plus \$50 amount needed to make budget
<i>Rent</i>	9000	\$4,500/month x 2 months
<i>Building Maintenance/Cleaning</i>	2000	\$1,000/month x 2 months

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Telephone	200	\$100/month x 2 months
Cable	350	\$175/month x 2 months
Vehicle Maintenance	200	\$100/month x 2 months
Subscriptions	200	Estimate
Equipment	500	Estimate
Field Trips	6250	\$1250/field trip x 5 field trip:
Training	750	Estimate
Other/Indirect	1880	
Database	80	\$40/month x 2 months
Icloud Access	200	\$100/month x 2 months
Insurance	1600	\$800/month x 2 months
Indirects		
	*Total: 87000	

Total funding request based on seats 87000

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

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 funding model of our OST Program is only free spots.