



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Maple Unified Student Academy, Inc. (DBA MUSA; formerly known as Methodist Union of Social Agencies, Inc.)

Authorized Representative Name & Title: Hannah Sitz, Executive Director

Address: Administrative Office: 1705 Maple St. #203 Homestead, PA 15120

Telephone: [REDACTED]

Email: admin@musasv.org

Website: musasv.org

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

Date Incorporated: 2/25/1963

Partners included in this Proposal: Steel Valley School District

How did you hear about this RFP? *Please be specific.* Current contracted OST Provider (note: formerly known as the Methodist Union of Social Agencies)

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	Hannah Sitz	[REDACTED]	admin@musasv.org
Contract Processing Contact	Hannah Sitz	[REDACTED]	admin@musasv.org
Chief Information Officer	Hannah Sitz	[REDACTED]	admin@musasv.org
Chief Financial Officer	Hannah Sitz	[REDACTED]	admin@musasv.org
MPER Contact*	Hannah Sitz	[REDACTED]	admin@musasv.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.

See Attached

Board Chairperson Name & Title: Click here to enter text.

Board Chairperson Address: Click here to enter text.

Board Chairperson Telephone: Click here to enter text.

Board Chairperson Email: Click here to enter text.

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. Dr. Tom Shaughnessy, Park Elementary Principal, tshaughnessy@steelvalleysd.org & Kevin Walsh, Barrett Elementary Principal, kwalsh@steelvalleysd.org [REDACTED]
2. An Lewis, Steel Rivers Council of Governments Executive Director, al@steelriverscog.org 412-462-7600 (Community Member/Summer Camp Facility Landlord)
3. Giulia Petrucci, Dragon's Den Executive Director, giulia.lozza.petrucci@dragonsdenpgh.org [REDACTED] (Community Member/Summer Field Trip & OST Programming Partner)

PROPOSAL INFORMATION

Date Submitted 3/1/2022

Amount Requested: \$252,875

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,

RFP for Out-of-School Time Programs

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>.

MUSA Attachment Index:

File #1: MUSAOST Programs Response Form.pdf

File #2: MUSA Attachments.pdf

- Board of Directors Contact Information Page 2
- SVSD Partner commitment letter Pages 3-4
- Allegheny County Vendor Creation Form Pages 5-6
- W-9 Page 7
- MWDBE and VOSB documents Pages 8-14

File #3: MUSA Budget Template.xls

File #4: MUSA Tax Form 990s for last 3 years. Note that these show organization-wide financials that include our preschool program.

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).

RFP for Out-of-School Time Programs

Organizational Experience (15 points possible)

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

MUSA traces its roots to 1908, when local churches aligned to provide social services in the Mon Valley. This collaboration formalized as its own 501(c)3 nonprofit in 1963 as the Methodist Union of Social Agencies. At the turn of the century, MUSA's work shifted from a broad social services model to focus primarily on high-quality childcare in the Homestead community. This includes preschool, summer camp, and before- and after-school programs within the local elementary schools. As of January 1, 2022, MUSA changed its name to the Maple Unified Student Academy to more accurately reflect its mission of providing secular educational programming. MUSA's vision is to be rooted in the community, building strong foundations that support lifelong success. MUSA values safe, inclusive, high-quality programs that make learning fun.

MUSA is a longstanding APOST Quality Campaign member. MUSA is also licensed by the Office of Child Development and Early Learning (OCDEL) and participates in the KEYSTONE STARS program. The STARS program has high standards for staff qualifications and training, as well as rigorous guidelines to ensure strong family engagement and student outcomes. MUSA's after-school and summer programs are currently undergoing a redesignation process, aiming to increase from a STAR-2 to a STAR-3 or -4 rating. MUSA's preschool program recently accomplished a similar redesignation, jumping from a STAR-2 to a STAR-4 rating. MUSA has decades of experience working with local youth and families across multiple programs, demonstrating its ability to continue providing community-based OST programming well into the future.

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

As described above, MUSA has a long history of working in the Homestead community, which is listed in the Allegheny County Community Needs Index as having "Extreme Need." MUSA also serves students from the nearby "Moderate Need" areas of Munhall and West Homestead. MUSA operates in partnership with the Steel Valley School District, operating after-school programs within Park and Barrett Elementaries (K-4). Barrett is indicated as a Targeted Support and Improvement (TSI) school by the PA Dept. of Education. Accordingly, the majority of the requested county-funded seats are earmarked for Barrett Elementary students in the MUSA after-school program. Summer camp seats are not limited to Steel Valley students, though the vast majority of summer enrollments are the same students that we serve during the school year. This is why the same number of seats is requested for after-school (35 seats) and summer camp (35).

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.

RFP for Out-of-School Time Programs

- 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?

As described above, MUSA has a longstanding commitment to the Homestead community and the Steel Valley School District (SVSD). SVSD does not provide busses and other transportation options are very limited in our community. This makes it difficult for working families to pick students up from school at normal dismissal time, and is one of the reasons that MUSA operates within the elementary school buildings.

Another aspect of our community and its transportation challenges is a stark racial divide between the two elementary schools (you can read more about this in the linked 2017 [PublicSource.org](#) article by Mary Niederberger). Barrett Elementary is predominantly Black, with the latest Allegheny County data indicating that the surrounding Homestead neighborhood is 66% Black and 23% White. Park students, on the other hand, are predominantly White: data for the Munhall neighborhood indicates 78% are White and 14% are Black. There is also a socioeconomic divide: 28% of Homestead families live below the federal poverty level, while 5% of the families living near Park Elementary are below 100% FPL. With this data and lived experience in mind, we work to ensure equity across all MUSA programs. This is also why our summer camp is located between Park and Barrett Elementaries, within walking distance of the Homestead community and most Barrett students. We rent low-cost classrooms and gym space in the building that used to be the local high school at 1705 Maple Street, which has been updated with a security system and Wi-Fi and now exclusively serves community organizations as the Human Services Center (with prominent signage). We also intentionally bring Park and Barrett students together for summer programming, organizing by grade rather than by school. Each summer classroom has a desk, chair, cubby, and supplies for each student (approximately 17 students per room) as well as group tables and centers with various games and activities.

Camp provides a safe place for youth to engage in structured activities that focus on academic enrichment, preventing “summer slide,” healthy recreation and nutrition, and life skills development. Daily activities include SEL curriculum, time to play outside in the play court or in the gym as weather allows, and academic lessons (rotating among Science, Technology, Engineering, Art, Math, and Language Arts). Youth have daily opportunities for physical activity, with rotating sports programs led by partners from the YMCA, Jump Bunch, or MUSA staff. Students take trips to local parks and bus to weekly field trips like the Pittsburgh Zoo, Carnegie Museum of Natural History, Byham Theatre, Carnegie Science Center, Phipps Conservatory, Children's Museum, Dragon's Den Challenge Course, and more. MUSA partners with organizations such as Citizen Science Lab, STEM Coding Lab, ALCOSAN, Mad Science, Healthy Bites, Pittsburgh Cultural Trust, Venture Outdoors, and Adagio Health. Scheduled activities are interspersed with time for center-based play, giving students choices and autonomy every day.

MUSA after-school programs focus on providing opportunities for tutoring, mentoring, and encouraging youth to engage in healthy lifestyles and good decision-making habits. Daily activities operate within the school cafeteria and include homework assistance, recreational activities such as educational games, arts and crafts, and physical activity. In addition, youth are

RFP for Out-of-School Time Programs

provided with the opportunity each day to make individualized choices through the use of center-based play. Centers include art, technology, board games, imaginative play, reading, science/math, and building. Each day students have an opportunity to play in the gym or on the enclosed outdoor play court, playing active games or leading group stretches/exercises. Participants receive a nutritious snack and dinner provided through the Child and Adult Feeding Program (CACFP). Additionally, MUSA staff and partners offer programming throughout the year that focuses on academic enrichment, promotion of healthy lifestyles, social emotional learning, and life skill development. We develop monthly curriculum plans that align with PA state standards and KEYSTONE STARS requirements. Previous activity partners have included Common Threads Healthy Bites, Venture Outdoors, and Adagio Health: we anticipate working together in the future if they are again able to provide free programming.

We ensure safety across all programs by requiring parent IDs at pickup, maintaining a 12:1 ratio, never leaving staff alone with children, checking toys and equipment regularly for safety hazards, reviewing child health files every 6 months, posting allergy information on-site, maintaining secure facilities with locks and cameras, training all staff on Health & Safety, First Aid & CPR, Fire Safety, Emergency Evacuation & Lockdown, and maintaining all state-mandated childcare clearances. Fire drills are conducted monthly and lockdown drills are conducted annually. We promote emotional safety by emphasizing relationships, providing spaces with comfort items or low-stimulus spaces for students who need a moment to reset, and having daily “community meetings” where students can share their experiences or recognize other students (ex: helping a friend, sharing a toy, having a creative idea).

MUSA policies, contact information, and important dates are shared with families during enrollment in the Program Handbook both digitally and in print. Handbook information is also shared via an in-person or online Caregiver Orientation before summer camp. Staff policies are codified in the Staff Handbook and all staff, substitutes, and volunteers receive onboarding training, annual refresher training, and biannual performance evaluations. Staff are entrusted to dress appropriately for working with children and to wear their nametags while on-site: MUSA does not have further dress code requirements in accordance with our value of inclusivity. Staff are not permitted to physically pick up students or have students sitting on their laps, and staff cannot transport students in personal vehicles. Staff are expected to maintain confidentiality and to treat all students, families, staff, and programming partners with dignity and respect. Staff are encouraged to pursue professional development and credential opportunities beyond annual training requirements, and MUSA provides funding and mileage reimbursement as applicable.

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. MUSA aims to make learning fun, and we use student surveys and informal feedback to ensure that this goal is achieved. Students have input on field trips and activities, and they help create wish lists for new games and toys. Students love “playing DJ” and we use music during transition times and to create a welcoming, joyful environment.

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.

RFP for Out-of-School Time Programs

We utilize a variety of communication tools to meet the needs and preferences of each family, including phone, text, email, print, and a desktop and mobile app called HiMama. HiMama has a variety of uses to be a centralized resource: families can send and receive messages, view secure photos of their students doing activities at MUSA programs, view menus and lesson plans, and set up billing as applicable. Updates are also posted on our website and Facebook page, which families are invited to follow. Program contact information is listed on our website, provided in enrollment materials, posted at each school, and included on a keychain that each parent/guardian can keep with them. MUSA hosts an annual dinner each winter to further family engagement and prints monthly newsletters that are distributed during pickup time. To ensure that all families and students feel included, we provide translated materials when needed or use translation apps to talk in real-time. We also refer families to translators and other services as needed.

Operations (20 points)

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

MUSA has a longstanding relationship with the schools (see attached Partner Letter). The schools distribute flyers on our behalf and refer families and students to our program through the guidance department. We also work closely with school administrators and counselors to collect information about how to best serve MUSA students if parents have authorized the sharing of confidential information (ex: IFSP/IEPs, report cards, behavior management plans). MUSA programs are also marketed via community flyers, word of mouth, our website, Facebook page, Google Business listing, Allegheny Child Care Finder/Trying Together website, PittsburghSummerCamps.com, and the state DHS website. We are listed in many community resource guides and have a referral pathway with CYF as well.

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.

MUSA values diversity and inclusivity, and intentionally recruits staff from the Homestead community (including locally-posted hiring flyers and offering apprenticeship programs to Steel Valley High School students). MUSA recruits at local colleges through partnerships with career centers and attendance at education-related career fairs (CCAC, Duquesne, Point Park, University of Pittsburgh, CMU, IUP, RMU). MUSA also works with the school district to recruit teachers, substitutes, and paraprofessionals who already have relationships with the students. MUSA recently raised hourly rates (average \$15/hr for Assistant Group Supervisors) and continues to pursue funding to ensure that staff make a living wage. We aim to keep providing competitive wages in a financially sustainable way through the use of grants, tax-deductible business donations, and streamlined operating costs. MUSA pre-pays for required clearances and assessments to ensure that there are not financial barriers or burdens for any staff. In early 2021, MUSA implemented a DEI survey through the Culture Amp platform. It is intended that this anonymous annual survey continues to provide a safe space for feedback and helps provide metrics to ensure that MUSA is achieving its commitment to diversity, equity, and inclusion. Required annual staff training includes courses on cultural competency and understanding poverty (through Penn State Extension Better Kid Care).

RFP for Out-of-School Time Programs

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

After-school programs at Park and Barrett Elementaries operate in accordance with the SVSD academic calendar, typically Monday through Friday from dismissal until 6pm (standard dismissal time ranges from 2:35-2:50pm depending on grade level, with some early dismissal days beginning at noon). During school in-service or clerical days, MUSA operates All Day Care (7am-6pm) at our Maple Street location. Summer Camp operates for ten weeks of summer break, Monday through Friday, 8:30am-5pm. Note that MUSA provided Learning Hub programming in alignment with remote and hybrid instruction models during the pandemic, and would be poised to adapt emergency programming again if necessary.

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

MUSA works with the Greater Pittsburgh Community Food Bank to provide nutritious snack and dinner after school (CACFP). Breakfast and lunch are provided by the food bank during summer camp, and MUSA provides snack (SFSP). MUSA abides by all of the requirements of these federally-funded programs, including training all staff, completing daily and monthly reporting, following sanitation and storage protocols, and gathering student and family feedback. Because our preschool site is its own CACFP sponsor, administrative staff undergo a minimum of 10 annual child nutrition training hours and maintain a ServSafe certification in addition to what is required by the food bank for school-age programs. Participation in these programs include multiple monitoring visits and compliance audits, ensuring that food is always stored and served properly. Each MUSA site has the necessary items for safe food service (ex: fridges, heaters, thermometers, cleaning equipment, current health department licenses, etc.).

Implementation Challenges (20 points possible)

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

MUSA programs have historically experienced high attendance rates, and we use our center management software (HiMama) to monitor attendance trends. For example, summer camp 2021 had an 83.5% attendance rate. We noticed in years past that attendance was highest mid-week, so we moved our field trip days to Tuesday and Wednesday to maximize student participation. We ask that parents/guardians notify us in advance if there will be known absences so that we can plan accordingly and steward resources properly (ex: placing food orders, buying field trip tickets). If students have an unexpected absence of three or more days, the Program Director reaches out to parents. This helps families feel cared for and keeps MUSA knowledgeable of any potential vacations or sickness concerns. If MUSA were ever to experience low attendance, we would communicate with parents and children to understand root causes and brainstorm possible solutions.

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

MUSA has a multi-pronged approach to addressing behavioral or mental health issues. First, we become aware of any diagnoses or special needs that students might have so that we can tailor inclusive services from the outset (using enrollment forms, IFSP/IEPs, and the state-required childcare health assessment). We work with school guidance counselors, nurses, staff, or other professionals to address continuity of care (if parents/guardians allow us to do so, as indicated on a Confidential Information Release Form). Second, MUSA staff take 12+ annual training hours

RFP for Out-of-School Time Programs

that include topics such as trauma-informed care, addressing challenging behaviors, and building positive relationships (Better Kid Care training). Staff are trained on how to identify behavioral issues, document incidents on report forms, and communicate concerns with parents and MUSA administrators. If there are continued incidents, MUSA administrators meet with parents to develop a behavior management plan and/or provide additional resources. We refer to CONNECT, CACTIS, and other services as applicable. If a student develops a pattern of behavior that becomes dangerous (ex: running away, hurting themselves, endangering other students, harming staff), MUSA follows OCDEL's policies for suspension and expulsion. These policies are outlined in the MUSA Handbook that all parents sign during enrollment. All staff are mandated reporters and follow appropriate protocols if there is ever a concern about behavioral outbursts or mental health indicators that might be stemming from abuse or neglect.

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 have conducted a parent survey for many years and have an anonymous feedback form available on our website year-round. MUSA also strives to maintain open communication through conversations at drop-off or pick-up time, monthly newsletters, phone calls, emails, or messages through the HiMama platform. We always welcome parent input and we use this feedback when making programmatic decisions. Regardless of how negative feedback may be delivered (ex: through an anonymous survey, in person, via email, etc.), we do our best to understand the full scope of a situation and to problem-solve for immediate resolution. If an issue is brought to our attention anonymously or after-the-fact, we strive to communicate any solutions or program changes to all families and explain the rationale for any updates. For example, our most recent survey indicated that some parents were displeased with the wait time at pickup. To address this feedback, we: 1) discussed ways to decrease pickup wait times with staff, 2) moved student cubbies to keep coats, backpacks, gloves, hats, etc. closer to the door, 3) encouraged parents to notify us ahead of time so that we could meet them as soon as they arrived, and 4) implemented a new texting option to make it even faster for parents to let us know they were ready for pickup (in addition to existing phone call or HiMama app notification options).

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

Operating within the school building is our primary means of serving families with transportation limitations. Our summer camp location is strategically located within the community, between Park and Barrett Elementaries. Our operating hours are also designed with transportation limitations and parent work schedules in mind. If parents choose to do so, they can also authorize their children to walk home from MUSA programs. In some instances, we have referred families to a nearby state-licensed provider who can provide transportation and extended hours. In the past, MUSA has explored the costs and insurance liabilities associated with providing transportation and concluded that it is not the best use of our resources or core competencies. However, should the need and available funding for this type of service increase, we are open to exploring that option again.

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

RFP for Out-of-School Time Programs

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.

We used historical trends to project for the 2022-23 program year. We expect to serve 36 students at the Barrett After School program, 24 students at Park, and 50 students for summer. We are requesting a total of 35 year-round county-funded free seats. Free seats are intended for families at or below 150% FPL, which is reported during enrollment. MUSA also includes space in the enrollment application to account for special circumstances that might qualify families for free seats (ex: CYF students, healthcare debt, recent job layoff, divorce/custody mediation).

Approximately 33% of MUSA students qualify for the state Child Care Works (CCW) subsidy program: we maximize the CCW reimbursement by maintaining STARS accreditation. We have been able to leverage relief funding to cover copay costs for CCW families during the pandemic, and that would again be our goal if higher-than-anticipated grant or donor funding would be received. The remaining ~10% of enrollment would be funded through private pay on an income-based sliding scale. The weekly tuition maximum for households above 250% FPL is \$135 for after-school and \$200 for summer camp.

We anticipate that these programs will cost \$385,000 for the 12-month period, with approximately \$320,000 earmarked for personnel: wages, benefits, payroll taxes, training, clearances, and recruitment/retention. Being able to pay competitive wages for qualified staff is imperative to providing a consistent, high-quality program. If received, county contract funding would be exclusively used for staffing costs. The remaining \$65,000 in projected expenditures include program supplies, field trip and bussing costs, summer rent and snacks, and administrative costs. Administrative costs that are shared across the organization are approximated at 70% towards school-age programs (30% preschool). This split is determined by the number of students in each MUSA program. Examples of shared costs include insurance, management software, office rent, Executive Director wages, and IT.

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?).

MUSA uses a mixed funding model. As a nonprofit, MUSA solicits tax-deductible charitable donations year-round and with a holiday giving campaign. In the past we have received grants from Jefferson Regional Foundation, Pittsburgh Foundation, Grable Foundation, PNC Charitable Trust, Eden Hall Foundation, the United Way, and Citizen's Bank. MUSA also maximized available pandemic funding such as PPP Loan Forgiveness, Employee Retention Tax Credit, American Rescue Plan Act, and relief funding through KEYSTONE STARS. This funding, in addition to CCW reimbursement and private pay tuition, would supplement county funding and help cover operating and indirect costs.

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	29	\$27	195	152685
Summer	35	\$40	49	68600
				221285

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

Afterschool	Expense
Personnel	152685
Wages including payroll taxes and benefits	152685
Operations (supplies, rent)	0
Other	0
Indirects	
*Total	152685

Total funding request based on seats 152685
 *Total should total funding request based on seats

Summer	Expense
Personnel	68600
Wages including payroll taxes and benefits	68600
Operations (supplies, rent)	0
Other	0
Indirects	
*Total	68600

Total funding request based on seats 68600
 *Total should total funding request based on seats

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

	total # of children requesting funding for**	rate	days	total
Afterschool	6	\$27	195	31590
Summer		\$40	49	0
				31590

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

Afterschool	Expense
Personnel	31590
Wages including payroll taxes and benefits	31590
Operations (supplies, rent)	0
Other	0
Indirects	
*Total	31590

Total funding request based on seats 31590
 *Total should total funding request based on seats

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

Total funding request based on seats 0
 *Total should total funding request based on seats



Maple Unified Student Academy
 1705 Maple Street #203
 Homestead, PA 15120
 (412) 660-1242

2022-2023 MUSA/SVSD Partner Agreement

Mission & Partnership Goals

Maple Unified Student Academy (MUSA) is a nonprofit committed to providing high-quality educational programming to children in the Mon Valley. MUSA is rooted in the community, building strong foundations that support lifelong success.

The mission of the Steel Valley School District (SVSD) is for the school, home and community to collaborate to enable students to achieve academic standards, to encourage independent thinking and to become responsible citizens.

In pursuit of these missions, MUSA and SVSD partner to provide Out of School Time (OST) programming for Barrett & Park Elementary students for the 2022-2023 school year.

Services & Responsibilities

MUSA will provide:	SVSD will provide:
<ul style="list-style-type: none"> • Daily after-school programming for Barrett & Park Elementary students, including but not limited to: homework help, physical activity, enrichment activities, and nutritional snack and dinner at no cost to SVSD • Program supplies, food, and equipment to ensure a clean shared facility • State-licensed and county-monitored policies and procedures to ensure a safe, quality program • Staffing in compliance with county, state, and federal clearance requirements • Timely communication regarding program changes, documentation requests, communicable disease notifications, and student/guardian concerns 	<ul style="list-style-type: none"> • Daily access to the cafeteria, restrooms, playground, and gym (as scheduled) at no cost to MUSA • Storage space for program supplies • Access to kitchen facilities for food cleanup purposes • Student referrals • Student records such as report cards and IEPs to assist with outcome measurement (as approved in writing by each parent/guardian) • Fire system testing, health permitting, and other records as requested for compliance with state DHS licensing • Timely communication regarding schedule changes, documentation requests, communicable disease notifications, and student/guardian concerns

Contacts

	MUSA	SVSD: Barrett Elementary	SVSD: Park Elementary
Site Address	1705 Maple St. #203 Homestead, PA 15120	221 E. 12th Ave. Homestead, PA 15120	4102 Main St. Munhall, PA 15120
Estimated participants	50 summer camp students	36 after-school students	24 after-school students
Primary Contact	Mrs. Hannah Sitz Executive Director hannahs@musasv.org	Mr. Kevin Walsh Principal kwalsh@steelvalleysd.org	Dr. Tom Shaughnessy Principal tshaughnessy@steelvalleysd.org
Secondary Contact	Ms. Catherine Miller Program Director cmiller@musasv.org	Mrs. Alyson Fisher Guidance Counselor afisher@steelvalleysd.org	Mrs. Brandi Chalus Guidance Counselor bchalus@steelvalleysd.org

Signed

MUSA

Hannah Sitz, Executive Director

Name & Title

Hannah Sitz

Signature

3/1/22

Date

SVSD

Edward Wehrer
Superintendent

Name & Title

Edward Wehrer

Signature

February 24, 2022

Date