



Allegheny County Department of Human Services

# RFP Response Form

## RFP for Out-of-School Time Programs

### PROPOSER INFORMATION

Proposer Name: Wireless Neighborhoods dba, Neighborhood Learning Alliance

Authorized Representative Name & Title: Martha Nkangabwa, Program Director.

Address: 5429 Penn Ave, Pittsburgh, PA 15206

Telephone: [REDACTED]

Email: nkangabwa@wireless-neighborhoods.org

Website: <https://neighborhoodlearning.org/>

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

Date Incorporated: December 1, 2003

Partners included in this Proposal: Allegheny Youth Development (AYD), Thelma Lovette YMCA, and Wilkesburg School District.

How did you hear about this RFP? *During the OST quarterly meeting on 1/7/2022.*

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	Kashif Henderson	[REDACTED]	henderson@wireless-neighborhoods.org
Contract Processing Contact	Martha Nkangabwa	[REDACTED]	nkangabwa@wireless-neighborhoods.org
Chief Information Officer	Christine Cray	[REDACTED]	ccray1@pghschools.org
Chief Financial Officer	Maria Blohm	[REDACTED]	mblohm@kpmg.com
MPER Contact*	Martha Nkangabwa	[REDACTED]	nkangabwa@wireless-neighborhoods.org

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

### BOARD INFORMATION

Provide a list of your board members as an attachment or in the space below.  
NLA's Complete Board Listing is attached to this Response Form.

Board Chairperson Name & Title: José Rodriguez, President

Board Chairperson Address: 5429 Penn Ave Pittsburgh, PA 15206

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: rodriguez@neighborhoodlearning.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.

Denise Head- Mt. Ararat Community Activity Center, [dhead@macac-inc.org](mailto:dhead@macac-inc.org), [REDACTED]

Reverend Brenda Gregg- Project Destiny, [bjgregg@projectdestinypgh.org](mailto:bjgregg@projectdestinypgh.org), [REDACTED]

Ruthie Rea - Arsenal Elementary School Principal, [rreal@pghschools.org](mailto:rreal@pghschools.org), [REDACTED]

### PROPOSAL INFORMATION

3/2/2022

Amount Requested: \$490,800.00

### 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

## **RFP for Out-of-School Time Programs**

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).

## **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.

Since its inception in 2003, Neighborhood Learning Alliance has been leading community and school partnerships to deliver high-quality programming for lower-income and African American children throughout Allegheny County. NLA's staff and community partners have a long history of developing and implementing quality afterschool and youth programming for children we engage through established relationships with community partners/schools, students, and their families.

***K-5 Afterschool Programming*** – NLA has served thousands of elementary school children throughout Pittsburgh since 2003. Most recently, we're implementing programs at Manchester in partnership with Project Destiny; Arsenal, Woolslair, Miller and West Mifflin with the Thelma Lovette YMCA; Spring Hill and Morrow with Allegheny Youth Development; Concord and Lincoln with the Mt. Ararat Community Activity Center; directly at Grandview, Roosevelt, West Liberty, Wilkinsburg Kelly and Turner schools. NLA's program model focuses on increasing reading proficiency, math fluency, and providing a safe space for students. In the past, these programs have been funded by a number of sources, including Allegheny County DHS, with federal funds via the PA Department of Education, and the United Way.

***High School U (HSU - previously College in High School)*** – In Summer 2016, NLA became a Learn & Earn site and used that funding to significantly improve our offering for high school age participants. Since then, we have provided free credit-earning college courses and career-oriented internship opportunities for over 700 high schoolers. HSU has a 95% success rate, with students who pass earning transferable college credits from our embedded tutoring model and wraparound support services. Our program offerings currently include pathways for Nursing, Business/Entrepreneurship, and Teaching/Education. Participants predominantly attend Pittsburgh Public Schools but we attract participants from districts throughout Allegheny County.

***Reading and Tech Warriors*** – The Warrior program continues to be one of NLA's strongest initiatives since it began in 2013. Warriors are primarily African-American and refugee high school teens that NLA hires and trains in Reading and STEM, then places throughout our network of afterschool programs as support staff. Coupled with our new HSU Education Pathway, we now refer to the Warriors as "Future Teachers".

***Middle Warriors*** – During the 2017-18 school year, NLA served approximately 100 middle school children across afterschool programs at Morrow, Arsenal, Arlington, Spring Hill and Shiller elementary schools. Through partnerships with the Pittsburgh Bureau of Police, West Penn Hospital, and PNC Bank, staff and volunteers read with participants at these sites.

***Math Geniuses*** – NLA conducted this program from 2016-2018 in conjunction with Carnegie Mellon University and Carlow University at Arsenal Middle School for roughly 100 participants. The primary focus of this program was to meaningfully address the achievement gap for African-American students on the Math Keystone exam.

## **RFP for Out-of-School Time Programs**

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

NLA has historically focused its work in high-need communities, and we will continue serving those communities in 2022-23. Serving that population is and always has been central to our mission. We talked more specifically about that experience in our response to item 1, but it's important to note that we have been very successful at reaching traditionally hard-to-reach populations by leveraging our community partnerships in these respective communities for almost two decades.

### ***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 communities(ies)? How will you tailor your Programming to respond to the unique needs of the community(ies) you are serving?

### **Program Components**

Physical Activity: Students have an opportunity to get on their feet and decompress from the school day for 30 minutes everyday. Activities generally include yoga, outdoor walks, basic calisthenics, team activities, and a number of other appropriate, socially distant exercises.

BUILD Curriculum: NLA utilizes an independent curriculum specialist that develops engaging math, reading, and science projects and activities by grade. Curriculum is developed based on the feedback and preferences of our participants, and students of all ages have responded positively.

Unity Circle: Each group participates in daily community-building activities. Staff and students convene to share how their day is going, compliment others, or express their feelings.

Peer Reading: Students are assigned 45 minutes of reading time, which often includes older elementary students reading with younger children, similarly aged students taking turns reading, or teen helpers/staff reading with a small group of children. This time is also used for language-building activities, phonics strategies, spelling bees, book reports, Jeopardy or other fun language engagement activities.

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Homework Check-Ins: Children are provided time to finish assignments they couldn't complete during the school day. Once complete, they are given additional time for enrichment or reading activities.

Math Enrichment - Students are assigned 45 minutes of engaging, individualized math development to best assist their academic weaknesses. This will include: games, activities, and interactive problem-solving.

S.T.E.A.M.: Each group participates in thought-provoking experiments and activities that expose them to science, technology, art, and math for 30 minutes, twice a week.

Parent & Community Engagement: We invite families, local firefighters, and collegiate students to participate in group reading activities during program time. To encourage reading outside the program, we implement a weekly "Take a Book Home" Program where participants select a book of their choice to read with family/friends at home, then complete a brief summary. The primary intention of this program is to encourage and foster a love for reading while letting students know that they can share their interests at home as well.

Snack & Dinner: NLA staff provides dinner at each site which is served within each student's designated seating area. Students are directed to wash their hands before dinner is served.

**Location/Safety Policies & Procedures:** NLA currently hosts all OST programs within Pittsburgh Public School Buildings, which are physically secure spaces that restrict access from unauthorized personnel. Those who wish to obtain access during OST must be admitted by the school or a program staff with prior approval. We submit permits for the spaces we utilize, which typically include the school cafeteria, classrooms, the library/computer labs, and the gym. Each site undergoes fire and active-shooter drills, and site coordinator binders contain participant emergency contact information. Each site has a First-Aid kit and enforces the COVID guidelines established by both CDC and Pittsburgh Public Schools. NLA has a mandatory vaccination policy and provides resources to staff and participants to obtain boosters. All staff/volunteers are initially interviewed and once onboarded, must undergo the following clearance process before they begin: FBI fingerprinting, PA Child Abuse/Welfare, Mandated Reporter, Criminal Background, and NSOR. Staff undergo training to learn the program model and review the expectations.

**Staff Code of Conduct:** Every employee has the duty and the responsibility to be aware of and abide by organizational rules and policies spelled out in the employee handbook, which is distributed to every employee when they are onboarded. Employees have a responsibility to perform their duties to the best of their ability and the expectation established when they were hired. NLA supports the use of progressive discipline to address poor work performance or misconduct. This policy is designed to provide a corrective action process that improves and prevents the recurrence of undesirable behavior and/or performance.

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### Sample Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>3:15-3:30pm</b>	Daily Affirmations & Unity Circle				
<b>3:30-4:15pm</b>	Reading	Math	Reading	Math	Reading
<b>4:15-4:45pm</b>	Recreation Time				
<b>4:45-5:15pm</b>	Math	Reading	Math	Reading	Math
<b>5:15-5:45pm</b>	Homework Check/Art	S.T.E.A.M	Journal/HW Check	S.T.E.A.M	Homework Check/Art
<b>5:45-6:10pm</b>	Dinner	Dinner	Dinner	Dinner	Dinner
<b>6:10-6:15pm</b>	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

**Staff Training & Professional Development:** Our programs operate per the yearly academic calendar. We've organized a training schedule revolving around ½ and off-school days. Training agendas are based on the needs of the site coordinators, but are also designed to ensure program model consistency and standardization across sites. Training topics include social & emotional learning in OST spaces, trauma-informed care, conflict resolution, and anti-bullying. NLA Staff also participates in professional development opportunities provided by Allegheny County and the United Way. We also seek independent providers for professional development training.

**K-5 Site Locations:** Morrow w/AYD in the Northside, Arsenal & Woolslair in Garfield, Miller in The Hill District, and Turner w/Wilkinsburg serve grades 2-5. All of the communities we serve generally lack equitable access to no-cost OST programming with academic enrichment. NLA is fortunate to have community partners that we've worked with for over a decade who are fixtures in the communities we serve. By providing familiar spaces and faces, we're able to successfully recruit through established trust. Beyond our community partnerships, we work in lockstep with principals at the schools where we operate, working with them and their staff to address the needs of our participants.

### *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.

We provide safe, dynamic programming that ensures each child leaves more academically prepared and grows as an individual. Our coordinators and teen mentors exemplify leadership qualities and a special passion for serving youth which reinforces a safe space they want to spend

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time in every day after school. Academic programming differs from the school day in that we encourage free thinking, offer consistent engagement, and have open communication. NLA reinforces a model where everyone participates in all components of our programs offered. The daily activities we create exist in response to the interests youth express during daily Unity Circles. Adjustments to fit the needs of participants and staff are made based on each activity, and we conduct training on how to be flexible with the day-to-day delivery of activities.

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.

NLA maximizes face-to-face time with parents/caregivers during drop-off and pick-up times, ensuring that all program updates are communicated with daily student behavior/performance reports. We use the “Remind” App to communicate immediate/real-time updates with families (i.e program closures, modification, etc.). Beyond day-to-day communication, families are provided with the contact information of their Site Coordinator contact, whom they can contact directly. Lastly, we utilize parent surveys to allow families the opportunity to provide feedback for improvement.

### ***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.

NLA works in partnership with Pittsburgh Public Schools to acquire mailing labels and inform families about our free OST programs at the schools we operate in. During the first week of school we distribute flyers to families and meet with Principals to identify ideal candidates for our services. We also leverage our community partnerships to get referrals and provide communication to members of their community about the program offerings.

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.

NLA is committed to providing culturally relevant programming and recruiting staff that are bought into our model. While this commitment to our mission often attracts a diverse pool of applicants looking to do meaningful work with the populations we serve, we regularly identify program staff the same way we do many of our participants: via our network of partners, which includes hiring individuals referred from other community organizations. We often subsidize the wages of those organizations' current staff by bringing them on board to support a program we operate, and we actively recruit staff from the schools we operate at and the universities we partner with. Lastly, we employ a pool of current high school and former, college-age program participants across our sites. While we utilize traditional recruitment strategies, recruiting within our existing network has allowed us to best identify individuals from the communities our programs serve that are committed to the organization's mission and vision. Designing programs



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that honor the experiences of our participants and providing a collaborative work environment with open communication and fair wages allows us to retain them.

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

We provide programming Monday through Friday from 3:15pm to 6:15pm. We do not operate on ½ days, delays due to weather, or on days off, and implement a contingency plan where we fall back to training when staff can't occur.

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

With our programs being hosted in PPS Buildings, healthy snacks and dinners are provided at no cost by PPS Food Services at all of our OST sites.

### ***Implementation Challenges (20 points possible)***

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

Program staff hold monthly meetings that include partners, individual school principals, and members of the NLA Board's Program Committee to discuss participation. We continuously recruit throughout the program year and maintain "waitlists" to enroll additional students once we obtain the staff to meet appropriate ratios. Along with regularly reaching out to the families of active participants to ensure consistent participation, staff work with each school partner to identify students who might benefit from our program and contact those families in an effort to add their children.

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

Program staff are trained to employ techniques that address behavioral and mental health issues as they occur. Our policy - which we include in the training documents for each site - is to have two staff work in tandem when an issue occurs: one directly addressing the student(s) and the other contacting parents/guardians to communicate the issue. Staff then assess how to prevent it from happening again. From there an incident report is created and all parties, including the respective school principal, are provided a copy and debriefed on the report and action plan.

Each site's curriculum addresses social and emotional learning to best serve the needs of our participants. Journaling and art time are used to gauge how our participants are feeling on any given day and assess if an incident had occurred previously during the school day.

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 review feedback and reflect on the issues addressed, then align and set program intentions and expectations. Transparent communication with parents is important, and we regularly conduct listening sessions with parents to target areas for improvement. It's key that we execute all corrective actions and implement the plans we've established, then evaluate that progress.

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

Transportation needs are specified by families during the enrollment process and provided where needed. Although providing transportation is not universal across all of our sites, NLA has two 15 passenger company vans that can be utilized when transportation is needed.

### ***Financial Management and Budget (20 points)***

14. Using the budget template available on our website, provide a detailed one-year, line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Programming. Please include any other funding sources that would contribute to OST Programming, including fees to families. The budget template file attachment will not count toward page limits. Please note:

- Indicate the number of children you expect to serve, with DHS funding, during the school year at a \$27 rate and during the summer at a \$40 rate. Please also share the total number of children you expect to attend afterschool and during the summer (include other seats that will be paid for through other funding streams).
- If you intend to administer programming at multiple sites, please provide the number of youth you plan to serve by site both during the summer and during the school year.
- 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.

NLA's proposed budget includes 130 operating days for afterschool because we don't hold programs on school vacation/off days, ½ days, professional development days, school day cancellations due to weather, 2-hour delays, asynchronous days, and pandemic closures. Summer includes 29 days to account for national holidays as well.

All personnel and operation costs listed are essential to day-to-day programming from both on-site operations to office administration and program preparation. Our proposed budget reflects a continuation of anticipated costs from previous DHS Allocations for OST programming for all sites we intend to serve.

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?).

NLA's OST Programs have always been and continue to be free for all of the families we serve.

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

	total # of children requesting funding for**	rate	days	total
Afterschool	15	\$27	130	52650
Summer	10	\$40	29	11600
				64250

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

Afterschool	Expense
<i>Personnel</i>	
NLA Program Director (\$65,000*13% * 85% of year)	36,448
NLA Program Director (\$65,000*13% * 15% of year)	7,183
Program Coordinator (\$40,000 * 85% of year) (split Turner, Arensel and Wood)	11,333
Program Coordinator (\$40,000 * 15% of year) (split between Arsenal and Wood)	8,100
Support Staff (1 Staff x 3.5hrs/day x 150 days x \$18/hr)	8,100
Support Staff (1 Staff x 7 hrs/day x 35 days x \$18/hr)	1,960
Reading Warriors (1 youth * \$15/hr per day x 2 hrs/day * 150 days)	4,500
Office Assistant (20 hrs/week x 43 weeks x \$20/hr * 10% )	1,720
Employee Benefits/Taxes ( 11 % of Salaries)	3612
<i>Operations (supplies, rent)</i>	3,960
Program Materials and Supplies (toys, games, books, curricula, etc.)	2,275
Professional Development and Training	300
transportation to site)	500
Field Trips & Outings (Program Funded; est. cost for tickets,	500
Staff Clearances 7 staff x \$55/staff	385
<i>Other</i>	2450
Data and Evaluation Consultant (\$75/hr x 50 hours/ 5 sites)	750
Parent Engagement Specialist (\$10,000/5 sites* 85% of year)	1700
<i>Indirects</i>	9,792
NLA Executive Director (3% of annual salary for administration/5 sites)	6,800
Employee Benefits/Taxes ( 11 % of Salaries)	748
Office Rent (\$4,200/5 sites* 85% of year)	714
Office Utilities (\$2000/5 sites* 85% of year)	340
Insurance (\$3000/5 sites* 85% of year)	510
Accounting (\$1500/5 sites* 85% of year)	255
Dues and Fees (\$1000/5 sites* 85% of year)	425
*Total	52,650

Total funding request based on seats

\*Total should total funding request based on seats

Summer	Expense
<i>Personnel</i>	
NLA Program Director (\$65,000*13% * 15% of year)	7,268
NLA Program Director (\$65,000*13% * 85% of year)	1,268
Program Coordinator (\$40,000 * 15% of year) (split between Arsenal and Wood)	3,000
Support Staff (1 Staff x 7 hrs/day x 35 days x \$18/hr)	1,960
Office Assistant (20 hrs/week x 8 weeks x \$20/hr * 10% )	320
Employee Benefits/Taxes ( 11 % of Salaries)	720
<i>Operations (supplies, rent)</i>	2,154
Program Materials and Supplies (toys, games, books, curricula, etc.)	1,154
Professional Development and Training	200
transportation to site)	400
Field Trips & Outings (Program Funded; est. cost for tickets,	400
<i>Other</i>	450
Data and Evaluation Consultant (\$75/hr x 10 hours/ 5 sites)	150
Parent Engagement Specialist (\$10,000/5 sites* 15% of year)	300
<i>Indirects</i>	1,728
NLA Executive Director (3% of annual salary for administration/5 sites)	1,200
Employee Benefits/Taxes ( 11 % of Salaries)	132
Office Rent (\$4,200/5 sites* 15% of year)	126
Office Utilities (\$2000/5 sites* 15% of year)	60
Insurance (\$3000/5 sites* 15% of year)	90
Accounting (\$1500/5 sites* 15% of year)	45
Dues and Fees (\$1000/5 sites* 15% of year)	75
*Total	11,600

Total funding request based on seats

\*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.

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Afterschool	15	\$27	130	52650
Summer	10	\$40	29	11600
				64250

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Afterschool	Expense
<i>Personnel</i>	36,448
NLA Program Director (\$65,000*13% * 85% of year)	7,183
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Program Materials and Supplies (toys, games, books)	2,275
Professional Development and Training	300
Program Transportation (bus tickets, mileage)	500
Field Trips & Outings (Program Funded; est. cost for 150 youth)	500
Staff Clearances 7 staff x \$55/staff	385
<i>Other</i>	2450
Data and Evaluation Consultant (\$75/hr x 50 hours)	750
Parent Engagement Specialist (\$10,000/5 sites)	1700
<i>Indirects</i>	9,792
NLA Executive Director (3% of annual salary for administrative)	6,800
Employee Benefits/Taxes ( 11 % of Salaries)	748
Office Rent (\$4,200/5 sites* 85% of year)	714
Office Utilities (\$2000/5 sites* 85% of year)	340
Insurance (\$3000/5 sites* 85% of year)	510
Accounting (\$1500/5 sites* 85% of year)	255
Dues and Fees (\$1000/5 sites* 85% of year)	425
*Total	52,650

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

Summer	Expense
<i>Personnel</i>	7,268
NLA Program Director (\$65,000*13% * 15% of year)	1,268
Program Coordinator (\$40,000 * 15% of year) (split between afterschool and summer)	3,000
Support Staff (1 Staff x 7 hrs/day x 35 days x \$18/hr)	1,960
Office Assistant (20 hrs/week x 8 weeks x \$20/hr * 10)	320
Employee Benefits/Taxes ( 11 % of Salaries)	720
<i>Operations (supplies, rent)</i>	2,154
Program Materials and Supplies (toys, games, books)	1,154
Professional Development and Training	200
Program Transportation (bus tickets, mileage)	400
Field Trips & Outings (Program Funded; est. cost for 100 youth)	400
<i>Other</i>	450
Data and Evaluation Consultant (\$75/hr x 10 hours/ 5 sites)	150
Parent Engagement Specialist (\$10,000/5 sites* 15% of year)	300
<i>Indirects</i>	1,728
NLA Executive Director (3% of annual salary for administrative)	1,200
Employee Benefits/Taxes ( 11 % of Salaries)	132
Office Rent (\$4,200/5 sites* 15% of year)	126
Office Utilities (\$2000/5 sites* 15% of year)	60
Insurance (\$3000/5 sites* 15% of year)	90
Accounting (\$1500/5 sites* 15% of year)	45
Dues and Fees (\$1000/5 sites* 15% of year)	75
*Total	11,600

Total funding request based on seats  
\*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.

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<b>Afterschool</b>	45	\$27	130	157950
<b>Summer</b>	20	\$40	29	23200
				181150

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 \*\*Funding can be requested for a subset of total number of children served

<b>Afterschool</b>	<b>Expense</b>
<i>Personnel</i>	134,726
NLA Program Director (\$65,000*38% * 85% of year)	20,995
Program Coordinator (\$40,000 * 85% of year)	17,000
Support Staff (5 Staff x 3.5hrs/day x 150 days x \$40/hr)	40,500
Reading Warriors (8 youth * \$15/hr per day x 43 weeks)	36,000
Office Assistant (20 hrs/week x 43 weeks x \$20/hr)	6,880
Employee Benefits/Taxes ( 11 % of Salaries)	13351
<i>Operations (supplies, rent)</i>	10,982
Program Materials and Supplies (toys, games, books)	4,377
Professional Development and Training	1000
Program Transportation (bus tickets, mileage)	3,000
Field Trips & Outings (Program Funded; est. cost for 11 staff x \$55/staff)	2000
Staff Clearances 11 staff x \$55/staff	605
<i>Other</i>	2450
Data and Evaluation Consultant (\$75/hr x 50 hours)	750
Parent Engagement Specialist (\$10,000/5 sites)	1700
<i>Indirects</i>	9,792
NLA Executive Director (3% of annual salary for administrative support)	6,800
Employee Benefits/Taxes ( 11 % of Salaries)	748
Office Rent (\$4,200/5 sites* 85% of year)	714
Office Utilities (\$2000/5 sites* 85% of year)	340
Insurance (\$3000/5 sites* 85% of year)	510
Accounting (\$1500/5 sites* 85% of year)	255
Dues and Fees (\$1000/5 sites* 85% of year)	425
<b>*Total</b>	<b>157,950</b>

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

<b>Summer</b>	<b>Expense</b>
<i>Personnel</i>	16,348
NLA Program Director (\$65,000*25% * 15% of year)	2,438
Program Coordinator (\$40,000 * 15% of year) (split between afterschool and summer)	3,000
Support Staff (2 Staff x 7 hrs/day x 35 days x \$18/hr)	980
Reading Warriors (2 youth * \$15/hr per day x 7 hrs/d x 43 weeks)	7350
Office Assistant (20 hrs/week x 8 weeks x \$20/hr * 30 weeks)	960
Employee Benefits/Taxes ( 11 % of Salaries)	1620
<i>Operations (supplies, rent)</i>	4,674
Program Materials and Supplies (toys, games, books)	2,174
Professional Development and Training	500
Program Transportation (bus tickets, mileage)	1000
Field Trips & Outings (Program Funded; est. cost for 11 staff x \$55/staff)	1000
<i>Other</i>	450
Data and Evaluation Consultant (\$75/hr x 10 hours/5 sites)	150
Parent Engagement Specialist (\$10,000/5 sites* 15% of year)	300
<i>Indirects</i>	1,728
NLA Executive Director (3% of annual salary for administrative support)	1,200
Employee Benefits/Taxes ( 11 % of Salaries)	132
Office Rent (\$4,200/5 sites* 15% of year)	126
Office Utilities (\$2000/5 sites* 15% of year)	60
Insurance (\$3000/5 sites* 15% of year)	90
Accounting (\$1500/5 sites* 15% of year)	45
Dues and Fees (\$1000/5 sites* 15% of year)	75
<b>*Total</b>	<b>23,200</b>

Total funding request based on seats  
 \*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	15	\$27	130	\$2650
Summer		\$40		0
				\$2650

\*\*DHS funding if for free programming, so children funded through private pay and subsidy should not be included in this request

\*\*Funding can be requested for a subset of total number of children served

Afterschool	Expense
<i>Personnel</i>	36,448
NLA Program Director (\$65,000*13% * 85% of year)	7,183
Program Coordinator (\$40,000 * 85% of year) (split Turner, Are	11,333
Support Staff (1 Staff x 3.5hrs/day x 150 days x \$18/hr)	8,100
Reading Warriors (1 youth * \$15/hr per day x 2 hrs/day * 150 d	4,500
Office Assistant (20 hrs/week x 43 weeks x \$20/hr * 10%)	1,720
Employee Benefits/Taxes ( 11 % of Salaries)	3612
<i>Operations (supplies, rent)</i>	3,960
Program Materials and Supplies (toys, games, books, curr	2,275
Professional Development and Training	300
participant transportation to site)	500
Field Trips & Outings (Program Funded; est. cost for tickets,	500
Staff Clearances 7 staff x \$55/staff	385
<i>Other</i>	2450
Data and Evaluation Consultant (\$75/hr x 50 hours/ 5 sites)	750
Parent Engagement Specialist (\$10,000/5 sites* 85% of year)	1700
<i>Indirects</i>	9,792
NLA Executive Director (3% of annual salary for administration,	6,800
Employee Benefits/Taxes ( 11 % of Salaries)	748
Office Rent (\$4,200/5 sites* 85% of year)	714
Office Utilities (\$2000/5 sites* 85% of year)	340
Insurance (\$3000/5 sites* 85% of year)	510
Accounting (\$1500/5 sites* 85% of year)	255
Dues and Fees (\$1000/5 sites* 85% of year)	425
<b>*Total</b>	<b>52,650</b>

Total funding request based on seats

\*Total should total funding request based on seats

Summer	Expense
<i>Personnel</i>	0
<i>Operations (supplies, rent)</i>	0
<i>Other</i>	0
<i>Indirects</i>	
<b>*Total</b>	<b>0</b>

Total funding request based on seats

\*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	30	\$27	130	105300
Summer	20	\$40	29	23200
				128500

\*\*DHS funding if for free programming, so children funded through private pay and subsidy should not be included in this request

\*\*Funding can be requested for a subset of total number of children served

Afterschool	Expense
<i>Personnel</i>	86,882
NLA Program Director (\$65,000*25% * 85% of	13,813
Program Coordinator (\$40,000 * 85% of year)	17,000
Support Staff (3 Staff x 3.5hrs/day x 150 days x	24,300
Reading Warriors (4 youth * \$15/hr per day x 4	18,000
Office Assistant (20 hrs/week x 43 weeks x \$20	5,160
Employee Benefits/Taxes ( 11 % of Salarie	8610
<i>Operations (supplies, rent)</i>	6,176
Program Materials and Supplies (toys, gan	3,291
Professional Development and Training	500
Program Transportation (bus tickets,	1,000
Field Trips & Outings (Program Funded; est.	1000
Staff Clearances 7 staff x \$55/staff	385
<i>Other</i>	2450
Data and Evaluation Consultant (\$75/hr x 50 h	750
Parent Engagement Specialist (\$10,000/5 sites	1700
<i>Indirects</i>	9,792
NLA Executive Director (3% of annual salary fo	6,800
Employee Benefits/Taxes ( 11 % of Salarie	748
Office Rent (\$4,200/5 sites* 85% of year)	714
Office Utilities (\$2000/5 sites* 85% of year)	340
Insurance (\$3000/5 sites* 85% of year)	510
Accounting (\$1500/5 sites* 85% of year)	255
Dues and Fees (\$1000/5 sites* 85% of year)	425
*Total	105,300

Total funding request based on seats

\*Total should total funding request based on seats

Summer	Expense
<i>Personnel</i>	16,348
NLA Program Director (\$65,000*25% * 15% of year)	2,438
Program Coordinator (\$40,000 * 15% of year) (split b	3,000
Support Staff (2 Staff x 7 hrs/day x 35 days x \$18/hr)	980
Reading Warriors (2 youth * \$15/hr per day x 7 hrs/d	7350
Office Assistant (20 hrs/week x 8 weeks x \$20/hr * 30	960
Employee Benefits/Taxes ( 11 % of Salaries)	1620
<i>Operations (supplies, rent)</i>	4,674
Program Materials and Supplies (toys, games, bc	2,174
Professional Development and Training	500
Program Transportation (bus tickets, mileage,	1000
Field Trips & Outings (Program Funded; est. cost for	1000
<i>Other</i>	450
Data and Evaluation Consultant (\$75/hr x 10 hours/ 5	150
Parent Engagement Specialist (\$10,000/5 sites* 15% o	300
<i>Indirects</i>	1,728
NLA Executive Director (3% of annual salary for admir	1,200
Employee Benefits/Taxes ( 11 % of Salaries)	132
Office Rent (\$4,200/5 sites* 15% of year)	126
Office Utilities (\$2000/5 sites* 15% of year)	60
Insurance (\$3000/5 sites* 15% of year)	90
Accounting (\$1500/5 sites* 15% of year)	45
Dues and Fees (\$1000/5 sites* 15% of year)	75
*Total	23,200

Total funding request based on seats

\*Total should total funding request based on seats



# Wilkinsburg School District

718 WALLACE AVENUE  
WILKINSBURG, PA 15221-2299  
412-871-2104 FAX: 412-371-4058

**Every Child Every Day Matters!**

March 2, 2022

Wilkinsburg School District  
Summer Pendro  
718 Wallace Avenue  
Wilkinsburg, PA 15221

Dear Allegheny County Department of Human Services:

Over the past 6 years, the Wilkinsburg School District has partnered with Neighborhood Learning Alliance to nearly provide nearly 60 Wilkinsburg students with academic assistance and enrichment. NLA provides a program model, training, evaluation, and financial resources to greatly increase and enhance the impact Wilkinsburg's out-of-school-time programming. The WSD provides a snack and dinner and transportation home to the students in the program. We enthusiastically supports NLA's proposal to the Allegheny County Department of Human Services to continue and expand this partnership.

I would be pleased to answer any questions or provide more information. You may reach me by phone at (412) 871-2120 or by email at [pendros@wilkinsburgschools.org](mailto:pendros@wilkinsburgschools.org).

Thank you,

Summer Pendro





March 2, 2022

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

Dear Allegheny County Department of Human Services:

For nearly 20 years, urban branches of the YMCA of Greater Pittsburgh have partnered with Neighborhood Learning Alliance (NLA), formerly Wireless Neighborhoods, to provide academically at-risk students with academic assistance and enrichment. NLA provides a program model, training, evaluation, and financial resources to increase the reach and enhance the impact of the YMCA's youth and development programming in underserved communities.

The Thelma Lovette Y wholeheartedly supports NLA's proposal to the Allegheny County Department of Human Services to continue and expand this partnership. We look forward to continuing our partnership with NLA, providing much needed academic resources to children to build strong kids, strong families and strong communities.

If I can be of further assistance, please do not hesitate to reach me by phone at (412) 506-7854, or by email at [agibson@ymcapgh.org](mailto:agibson@ymcapgh.org).

Sincerely,

*Aaron R. Gibson*

Aaron R Gibson  
Regional Executive Director  
Thelma Lovette YMCA

**Thelma Lovette Branch, YMCA of Greater Pittsburgh**  
2114 Centre Avenue, Pittsburgh, Pennsylvania 15219  
Telephone: (412) 315-0990



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2700 Shadeland Ave., 2<sup>nd</sup> Floor ■ Pittsburgh, PA 15212  
P 412-766-5040 F 412-766-3274 [www.ayd.org](http://www.ayd.org)

February 28, 2022

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

Dear Allegheny County Department of Human Services:

Over the past 12 years, Allegheny Youth Development has partnered with Neighborhood Learning Alliance to nearly provide nearly 500 North Side students with academic assistance and enrichment. NLA provides a program model, training, evaluation and financial resources to greatly increase and enhance the impact of AYD's out-of-school-time programming.

AYD enthusiastically supports NLA's proposal to the Allegheny County Department of Human Services to continue and expand this partnership. AYD will build on our 27 years of relationships with North Side families and their children, along with our experience in the public schools that serve them, to ensure that the NLA model achieves maximum results in enrollment, attendance and scholastic performance.

I would be pleased to answer any questions or provide more information. You may reach me by phone at (412) 766-5040, or by email at [brfoltz@ayd.org](mailto:brfoltz@ayd.org).

Sincerely,

A handwritten signature in black ink that reads 'Brian R. Foltz'. The signature is written in a cursive style with a large, stylized 'B' and 'F'.

Brian Foltz  
Executive Director