



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Ozanam, Inc.

Authorized Representative Name & Title: Darelle Porter

Address: 2217 Bedford Ave

Telephone: [REDACTED]

Email: [REDACTED]

Website: www.ozanaminc.org

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

Date Incorporated: April 2006

Partners included in this Proposal: CitiParks, Ammon Recreation Center and Omega Psi Phi Fraternity.

How did you hear about this RFP? *Please be specific.* Email notice

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	Darelle Porter	[REDACTED]	[REDACTED]
Contract Processing Contact	Darelle Porter	[REDACTED]	[REDACTED]
Chief Information Officer	Jala Rucker	[REDACTED]	[REDACTED]
Chief Financial Officer	Karen Hall	[REDACTED]	[REDACTED]
MPER Contact*	Darelle Porter	[REDACTED]	[REDACTED]

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

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BOARD INFORMATION

Provide a list of your board members as an attachment or in the space below.

- Milona Wall, Board Chair, Retired Teacher Pittsburgh Public Schools
- Diane Stotts, Clinical Transformation Consultant Highmark
- Howard Bullard, Education Consultant
- Timothy Freeman, CEO, Charter School
- Rahmon Hart, Director of Community Relations Rivers Casino
- Dr. Karen Hall, Leadership Trainer & Author
- Darelle Porter, Executive Director

Board Chairperson Name & Title: Milona Wall, Board Chair

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: [REDACTED]

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.*

Max Dennison, Digital Inclusion Coordinator, City of Pittsburgh, 412-648-1100
[REDACTED]

Kirk Holbrook, Director Community Engagement Center, Hill District, [REDACTED]
KDH52@pitt.edu

Dr. Margaret Starkes, Principal Miller Elementary, [REDACTED]
mstarkes1@pghschools.org

PROPOSAL INFORMATION

Date Submitted 3/1/2022

Amount Requested: \$222,000

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CERTIFICATION

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

I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.

By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Partner commitment letters, if applicable
- MWDBE and VOSB documents
- Allegheny County Vendor Creation Form
- Audited financial reports or other financial documentation for the last three years
- W-9
- Completed budget template

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 125 points. Your response to the following section should not exceed 7 pages. (Pages 1-3 are not included in the page count).

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Organizational Experience (15 points possible)

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

Located at Ammon Recreation Center, Ozanam, Inc. offers afterschool and youth programs in Pittsburgh's Hill District and is deeply connected to the families and history of the Hill. Our mission is to help the boys and girls of Western Pennsylvania develop into responsible young adults through positive developmental training, including educational programming, athletic competition, social and cultural activities, and academic enrichment and support. We are committed to making a difference in the lives of the youth we serve and to enhance and enrich the quality of their lives.

With an established history of offering quality programs to children and youth, Ozanam has successfully provided a foundation for academic and personal success that is reflected through evaluation and personal profiles. Ozanam builds relationships with families, connecting our programs to the needs of students and parents. Moreover, Ozanam sustains active parent engagement, providing supporting services and activities that address the needs of parents and families in order to foster strong foundations for children and youth. Ozanam offers afterschool program and summer camps which includes STEAM education, career development, mentoring, health and fitness, and leadership development for youth from 1st-12th grade. Through its rich program history, Ozanam has cultivated a significant number of alumni who are committed to supporting the youth and programming offered through mentorship and volunteering creating additional support systems and resources for our youth and their families. Annually, Ozanam serves 300 youth through its structured recreation programs and 75 students in its afterschool program at Ammons Recreation Center. In 2020, Ozanam began providing programming in Manchester in response to a community need. In fall, 2021, in partnership with Omega Psi Phi Fraternity at the Anderson Manor House, Ozanam initiated an afterschool and teen program.

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

Ozanam, Inc. was established in Pittsburgh's historic Hill District to help boys and girls of Western Pennsylvania develop into responsible young adults through positive, developmental activities, including educational programming, leadership and career development, and structured sports. Ozanam is staunchly committed to making a difference in the lives of the youth we serve and to enhance and enriching the quality of their lives.

Ozanam, Inc. was founded on the need for underserved children and youth in the Hill District to have a safe environment to support their healthy development and personal growth. This remains the core need for our children and youth today. Ozanam, Inc. has created a nurturing environment that incorporates a range of activities designed to allow students to explore their

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talents and build skills while connecting them to supportive mentors and new experiences. Our focus is in reaching families who are in need and do not have access to programs and resources and who are grappling with financial constraints and multiple barriers. Partnering with the Bedford Resident Council and the Housing Authority, City of Pittsburgh, Ozanam, Inc. outreaches to families in public housing to connect them to services. Through our program, Ozanam, Inc. cultivates not only support for the children and youth participating, but also for the whole family, offering opportunities for their involvement, providing additional supportive services, distributing resources such as food, and learning supplies, and assisting parents with school information and communication.

Through this project, Ozanam is also focused on responding to the disparity in digital literacy and STEM education facing underserved, African American children and youth through establishing a concerted focus to increase opportunities for STEM exploration and skill development in order to build a strong foundation for learning and future success.

Program Design (40 points possible)

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

- **Describe how you will provide youth with a physically and emotionally safe space to spend time and how you will ensure that they and their parents/caregivers feel safe. Provide a brief description of current or proposed safety policies and procedures. Describe the physical location you intend to use.**
- **Describe how you will provide opportunities for youth to engage in enriching activities and how the activities align with the Programmatic Content expectations outlined in Section to of the RFP. Provide an example of a week's schedule of activities.**
- **Describe how you will provide participants with opportunities to make positive connections with peers, adults and their community. Provide a brief description of your organization's code of conduct for staff, staff training expectations, and policies and procedures.**
- **Describe the community(ies) in which you intend to locate your OST Programming. Why did you select those community(ies)? How will you tailor your Programming to respond to the unique needs of the community(ies) you are serving?**

Ozanam has been a cornerstone of afterschool programming in the Hill District delivering our programs at Ammons Recreation Center. Newly renovated, this CitiParks facility offers safe, quality program space for programming including a new technology lab. Ozanam is hosted by Ammons Recreation Center which has safety procedures that includes screening all visitors and support staff that promote safe operations of the facility. With our long-standing relationship with the Hill District and commitment to serve children most in need, Ozanam is deeply connected to the Hill and surrounding neighborhoods.

Ozanam, Inc. has successfully implemented quality after school and summer programs that include STEAM education, mentoring, career and leadership development, and structured

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recreation. Ozanam, Inc. offers afterschool programs at Ammon Recreation Center to youth ages 2nd-8th grades fostering resiliency, reinforcing their images as learners, building skills such as teamwork and goal-setting, fostering academic achievement and contributing to character building. In addition to homework help, mentoring, structured and recreation, our signature program components include:

The Hill Legacy Project offers project-based STEAM learning activities around historic figures, landmarks, and events of the Hill District. We connect our youth to places and history that provide a culturally responsive contextual framework using Hill history and legacy as the foundation for project-based curriculum which includes STEAM education and Communication activities. The Hill Legacy Project centers on three pillars designed to positively contribute to the achievement of youth; 1.) Mentoring- using the legacy of leadership and achievement of the Hill District to as role models for inspiration and achievement. 2.) Learning- Building upon the Historic Hill District as a framework for academic enrichment activities that capture student interest and reinforce community pride. 3.) Succeeding-Fostering achievement and confidence as learners through STEAM project-based learning with structured success experiences. Through a positive environment afterschool, Ozanam connects children to culturally specific learning activities and experiences rooted in their neighborhood to build a strong foundation from which they can pursue their dreams and realize their potential.

eSMART project focuses on improving access to technology for our children through designing a purposeful strategy for incorporating technology into our program to allow for maximum impact on academics and future career development. Our project objectives include; improving educational outcomes in both communications and STEM through increased access to learning resources available through technology and increasing access to technology for youth to reinforce a connection to STEM. Partnering with the University of Pittsburgh, Duquesne, and Carnegie Mellon University, Ozanam utilizes college student interns to offer the instruction promoting a small group format to stimulate interest, interaction, and support. Our goal is to create opportunities for students to learn 21st century learning skills that will allow them to strengthen their academic performance while simultaneously expanding their vision of potential career paths and continue to connect to STEM learning. An sample outline of our afterschool program schedule for a week is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00	Homework Help	Homework Help	Homework Help	Homework Help	Homework Help
3:30	STEM Stations	STEM Stations	STEM Stations	STEM Stations	STEM Stations
4:00	eSmart	eSmart- Makey	eSmart	eSmart-	Field Trip
4:30	Scary Science Volcanos	Makey (coding & invention) MusicKeyBoard Project	MakeyMakey MusicKeyboard Project	Smart Art Projects Making Instruments Kazoo, Flute	University of Pittsburgh

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5:00	Hill Legacy- Ikewear	Hill Legacy- T-shirt Design Workshop with Ikewear	Hill Legacy T-shirt Printing Workshop with Ikewear	Hill Legacy T-shirt Printing & Marketing Wkshop with Ikewear	
5:30					
6:00	Clothing Presentation (Entrepreneur Clothing)				

STEM stations are designed to allow youth to select stations to explore STEM skill development. The content of the stations change but examples include: Legos, iPad with a focused learning game, creative science projects such as catapults, and an art center with select activity. As most of our staff are affiliated with Pittsburgh Public Schools, we also work to make sure homework is completed and provide any individual academic support. Our eSmart curriculum is developed each month incorporating unique activities led by staff and/or college students. Science experiences and art projects combine learning skills while we also include technology tools to encourage interest in STEM and achieve critical skills such as coding, robotics, and engineering. An important component of our afterschool program is connecting our youth to their community while also sharing life experiences and interactive activities that expose them to possible careers. An example included above is Ikewear owned by a Hill entrepreneur business with whom we partner. The business owner is a Hill resident who shares his experience in developing his businesses. As part of this program, we introduce entrepreneurship training and then also feature a project that allows them to apply what they have learned through the entrepreneurial program. An example is designing and making a T-shirt with youth being led through a design process, learning about the printing, then actually being able to print their designs. Supporting learning such as understanding the costs associated, sale price, audience and marketing etc. are linked to each activity. Incorporating projects that allow youth to apply their skills is an effective learning experience, especially for reluctant or disconnected learners.

Ozanam tailors programming to age groups, elementary and middle school students, with designated group leaders. Activities and curriculum are adapted and augmented in accordance with each age group. Middle school students are also involved in community service projects and leadership development experiences. Snack/Meals are provided during the program.

ASPIRE is our summer program that includes Sports STEM, Hill Legacy Speaker Series, Entrepreneurship, Arts, and structured recreation. Our ASPIRE program is offered at Ammons Recreation Center and recreational complex. The Sports STEM is an innovative strategy for incorporating learning through sports with activities such as baseball science, interactive games applying science and math in Sports using a STEM learning model. Our Speaker series is focused on mentoring and career exposure which includes activities and field trips as well

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.

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Ozanam creates a culture of family in our programming building relationships with our youth and families that allow for individualized support, encouragement, and mentorship long-term. Our success is reflective of our firm commitment to our families and our community with many of our children and youth referred by previous program alumni. In addition to our strong connection with youth and families, Ozanam also incorporates exciting opportunities and program components that introduce new experiences from field trips to technology to learning projects. In addition, Ozanam also infuses speakers and presentations from our alumni which allows children and youth to be involved in interesting learning and connect to their community.

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.

Ozanam is committed to working with families and actively involves them in programming, cultivating a family community and network of support. Evidence of our engagement and commitment to family is that many of our students are children of program alumni. Ozanam holds regular parent meetings to provide information on our program content, discuss upcoming programs, and connect parents and families to needed programs and resources. Ozanam staff regularly call parents and provide updates on their child's progress. In addition, Ozanam has a welcoming open-door policy that encourages parents to visit the program site and talk with program staff. Our program staff also provides informational fliers, updates, and "take home" projects to keep parents engaged. Ozanam provides specialized support events for families including back to school supplies, holiday food packages, Christmas support, and shoe/clothing support for children.

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.

Ozanam, Inc. is an approved partner with Pittsburgh Public Schools and maintains working relationships with schools. With a number of our staff working in Pittsburgh Public Schools, we have built a working network of resources that assist with fostering relationships with teachers and administrators. More importantly, our experienced staff are able to ensure our support and activities are aligned with school day learning and support achieving needed learning anchors. Our program staff are also able to work with parents and students to resolve barriers to school success and connect with school staff to address issues that impede a successful school experience.

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.

Ozanam celebrates culture and community through all aspects of our programming. All of our staff are former alumni representing the diversity and life experiences of our youth. Our retention rate is extremely high, with all staff having been involved in our program for at least 10 years in some capacity, including former youth workers and volunteers. We also believe in cultivating our talent providing

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opportunities for increased skill development and increased responsibilities. Ozanam also involves our invested alumni in numerous program activities further offering mentors and role models representative of a range of experiences.

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

Ozanam provides our afterschool program at Ammon Recreation Center for three hours a day, five days a week during the school year, and during the summer, the program is opened eight hours a day, five days a week for 8 weeks.

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

Ozanam afterschool program benefits from the CitiParks snack and meal program offered daily throughout the school year and summer. CitiParks oversees storage and delivery.

Implementation Challenges (20 points possible)

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

Ozanam has had consistent enrollment and attendance which is fostered through its relationship with families. If children or youth are not attending, Ozanam does follow-up with families and works with parents and caregivers to resolve any barriers to transportation. Annually, Ozanam outreaches through its network and social media to enroll and register while also distributing fliers to schools and community. Ozanam also conducts personal outreach in the Bedford Dwellings community and Skyline Terrace.

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

Our staff are knowledgeable and experiences in working with students with behavioral and mental health issues having received training through Pittsburgh Public Schools in addition to our staff development and training. In Ozanam, we create a supportive environment that incorporates children and youth with diverse needs and behavioral challenges, using different behavior management strategies and program delivery methods to ensure inclusive and positive behavior. We also work with mental health professionals to provide support and referrals if issues are identified.

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?

Parent feedback is encouraged and incorporated into our program delivery. Parents frequently share recommendations and suggestions, and if parents are not satisfied with their child's experience, we will work with them to resolve the issue and make modifications as required. Our long-term involvement with families is reflective to our commitment to ensure parent satisfaction.

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

Ozanam provides additional resources and support for any families with transportation barriers to participation.

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.

Ozanam is requesting support for 50 students from grades 1st-8th for both afterschool and summer programming at Ammons Recreation Center; \$162,000 for afterschool, \$60,000 for summer, totaling \$222,000. In addition, Ozanam has secured additional funding from McAuley Ministries, Pittsburgh Foundation, and individual donations for a matching total of \$125,000.

15. In the space below, provide a budget narrative that clearly explains and justifies all line items in your proposed line-item budget.

Ozanam focused on providing quality experiences to our youth. Our program budget focused on supporting experienced staff at a comfortable 1:8 ratio to provide individual attention to children. Additional support is also provided for college students offering specialized programming. Our operating costs are consumable program supplies for student projects, STEM materials for educational activities, and transportation for field trips. Ozanam costs support direct delivery of programming to students.

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?).

As our focus is on underserved children and youth, Ozanam offers all programs free of charge to families. In addition to ACDHS, Ozanam endeavors to secure additional funds to support our programming including alumni sponsorship for special activities or family needs.

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	50	\$27	120	162000
Summer	50	\$40	30	60000
				222000

**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	105,000
4 staff @\$20,000	\$80,000
1 staff @\$25,000	\$25,000
Operations (supplies, rent)	\$2,000
Transportation	\$16,000
STEM Instructors 5@\$5,000,	\$22,000
Program Materials/Supplies	14,000
Other	\$5,000
Admin/Financial Services	
Indirects	
*Total	162000

Total funding request based on seats 162000
 *Total should total funding request based on seats

Summer	Expense
Personnel	40,000
8 @ \$5,000	
Operations (supplies, rent)	20,000
Program Supplies	\$12,000
Transportation	\$8,000
Other	0
Indirects	
*Total	60000

Total funding request based on seats 60000
 *Total should total funding request based on seats