



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Volunteers of America of Pennsylvania (VOAPA)

Authorized Representative Name & Title: Jodina Hicks, President

Address: [REDACTED]

Telephone: 717.236.1440

Email: jhicks@voapa.org

Website: www.voapa.org

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

Date Incorporated: Volunteers of America of Pennsylvania (VOAPA), an independent 501 (c) 3 non-profit agency, was incorporated in the Commonwealth of Pennsylvania in 1965. Both VOAPA, and VOAPA's current managing entity, Volunteers of America Delaware Valley (VOADV), are affiliates of the national non-profit, Volunteers of America, established in 1896.

Partners included in this Proposal: Not applicable

How did you hear about this RFP? *Please be specific.* VOAPA routinely reviews federal, state, county and non-governmental funding opportunities. As part of this process VOAPA noted the release of the RFP by the Allegheny County Department of Human Services.

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	Jodina Hicks	717.236.1440	jhicks@voapa.org
Contract Processing Contact	Desirée D. Carr	[REDACTED]	dcarr@voapa.org
Chief Information Officer	Aaron Thomas	412.510.3027	athomas@voapa.org
Chief Financial Officer	Charles Kelly	856.854.4660	ckelly@voadv.org
MPER Contact*	Krista Briglia	717.236.1440	kbriglia@voapa.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.
A full list of board members is attached.

Board Chairperson Name & Title: Daniel L. Lombardo, President and CEO of Volunteers of America Delaware Valley

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: 856.854.4660

Board Chairperson Email: dlombardo@voadv.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.

Partner Organizations:

Brittany Reno, Mayor of Sharpsburg

and Executive Director of Sharpsburg Neighborhood Organization

brittany@sharpsburgneighborhood.org | [REDACTED]

Nancy Goldberg, Owner

Ketchup City Creative

ketchupecitycreative@gmail.com | [REDACTED]

Funder Organization:

Damon Bethea, Community Impact Manager

United Way of Southwestern Pennsylvania

Damon.Bethea@unitedwayswpa.org | 412.456.6770

PROPOSAL INFORMATION

Date Submitted 3/2/2022

Amount Requested: Click here to enter text.

CERTIFICATION

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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.

For more than 125 years, Volunteers of America of Pennsylvania (VOAPA) has provided highly effective programs across Pennsylvania that help children and youth reach their full potential. In 1996, Allegheny County's Fox Chapel Area School District (FCASD) informed VOAPA about the need for accessible, out-of-school time (OST) learning opportunities for Sharpsburg youth. VOAPA launched the Youth Empowerment Project, or YEP—formerly All of Us Care—to fill this void. YEP provides accessible, no-cost, OST learning opportunities for K-12 youth. During OST hours, students are engaged in age-appropriate activities and provided healthy meals and snacks. The program is led by VOAPA's Southwestern Regional Director, Aaron Thomas. Mr. Thomas has over 20 years of experience working with youth in the Human Services field. He specializes in developing, growing, and sustaining cutting-edge programs that build the strength and opportunities of children and their families. Before joining VOAPA, Aaron managed the Social Services Department at Shuman Juvenile Detention Center. He spent 10 years at the Department of Human Services, initially focused on providing direct mentorship and support to youth with severe behavioral health issues using the High-Fidelity Wrap-Around model, he was later an integral part of growing the Youth Support Partner Unit from one to nearly 50 staff members and named a Subject Matter Expert by the Substance Abuse and Mental Health Services Administration.

VOAPA also leads diverse youth and family programming across the state including, Caring Alternatives, which program provides support to expectant mothers from pregnancy through a child's first year of life, as well as support to the siblings and family unit and the Children's Center in Allentown, a state-accredited early childhood education program that serves low-income families. VOAPA provides statewide support to families through community outreach programs such as Operation Backpack[®], which provides grade-specific backpacks with supplies and the Christmas Toy Drive, an effort focused on distributing toys and household supplies to families in need.

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

VOAPA works in high-need communities across the Commonwealth and recently conducted a comprehensive analysis with the used PA Health Equity Analysis Tool (HEAT Index), to identify specific criteria and measurement tools to identify the regions' worst health outcomes, highest levels of poverty, and largest concentrations of racial minorities. This analysis showed VOAPA's service regions are placed in the highest-need communities where VOAPA has had a long-standing presence, including and specific to our youth programming with 27 years in Sharpsburg 100 years in the Lehigh Valley. VOAPA prioritizes hiring leadership and staff from within the community itself while building partnerships strategies within the communities in which it services. Recognizing that youth and their families need additional support outside of program operating hours, YEP prioritizes a holistic approach to care and works with community partners to help meet families' needs with the primary goal of providing consistency and stability, and to be part of the family's natural support system and safety net. We partner with Fox Families Care, Second Harvest, the Sharpsburg Community Library, Roots of Faith, and Sharpsburg Family Worship Center, to name a few. YEP program staff regularly check in with families to determine their needs and assess ways that they may be assisted by VOAPA's Southwestern regional services—Homeless Prevention Rapid Rehousing and In-Home and Community Supports programs—or referred to outside partners.

Program Design (40 points possible)

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

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- 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?

YEP provides a **physically and emotionally safe space** for youth to spend time out of school. YEP is located at 1650 Main Street and provides a 6,000 sq. ft. building in the heart of the Sharpsburg community. This space is engaging, child-centric, and laid out to best ensure full visibility, with rooms designated to support youth by age group. The organization recently upgraded safety by adding 10 video cameras that cover both indoor and outdoor spaces. YEP’s space is fully ADA compliant and accessible for students with physical disabilities and commits to supporting youth with intellectual, developmental, and other disabilities. VOAPA also has administrative and program offices a private meeting space for parents, and a conference room to host group events.

Families rely on YEP as a safe space for their children to attend until an adult arrives home from work or school. YEP is the only OST program within walking distance of most of our participants. Every day, students are met at the bus stop by the YEP team. Youth are required to sign-in daily when they enter the building. Parents sign students out when they leave. To ensure both students and parents feel physically and emotionally safe, YEP maintains safe staffing levels where Youth Coordinators serve as front-line staff, serve as first point of contact for parents, and school staff members and are responsible for monitoring the daily attendance of students. The Director provides oversight of all YEP activities and ensures that a manager-level position is always present during OST hours. Parent and community volunteers are regularly onsite to provide additional support and supervision. **Our safety policies outline staff ratios, safety/healthy training, and communication procedures with school staff, parents, and students** to monitor student attendance, the school environment, transportation, maintain up to date emergency contact information during registration, ensure student confidentiality, students’ rights. Consistent with regulations, parents/caregivers are required to submit health/safety permission slips that correspond to the individual needs of their child and sign permission slips for each field trip. Everyone associated with YEP (vendors, volunteers, staff, etc.) are subject to background checks including, ChildLine, FBI Fingerprinting, National Sex Abuse Clearance, Act 33/34, PA State Checks. CPR/First Aid Training: Certifications are required for all staff. YEP maintains all appropriate insurance coverage. VOAPA has masking, social distancing, PPE, deep cleaning, and enrollment protocols in place for each program that are continually adapted reflect the current COVID-19 climate. YEP parents will be provided with information related to safety policies to ensure a level of confidence in the character of the people working with their children.

YEP provides ongoing **enrichment activity** opportunities for youth on-site, with community partners, and through planned trips during the summer. Activities include STEAM and cultural experiences, physical activities, spiritual opportunities, community and civic engagement, most of which incorporate social-emotional learning (SEL). An example of the week’s schedule and summer program is below:

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Monday: Homework/Mentoring Hour Dinner/Snack Program: STEM/STEAM Activities w/ Sharpsburg Carnegie Library	Tuesday: Homework/Mentoring Hour Dinner/Snack Program: Tinkering Tuesday /Robotics Career Readiness	Wednesday: Homework/Mentoring Hour Program: SAT Prep/ Board Games/Alternative activity Dinner at Family Worship Center (weekly)
Thursday: Homework/Mentoring Hour Dinner/Snack Program: Read Aloud by Sharpsburg Library/ Movie Night or Fun alternative activity.	Friday: Homework/Mentoring Hour Dinner/Snack Program: Venture Outdoors	*Activities depending on weather include trips to the park, going to the gym or biking in the neighborhood.

Summer enrichment activities include enhancement of cultural experiences through free tickets (Tickets for Kids) to events like science exhibitions, sports games and concerts; Venture Outdoors, which conducts regular nature treks throughout the year as well as fun outdoor activities like kayaking, hiking and geocaching for youth; Ketchup City Creative, which makes art accessible to youth in the community; Community/civic organizations through Sharpsburg Neighborhood Organization. YEP provides a multitude of engaging science and art activities on-site such as creating board games, DIY lava lamps, terrariums and the summer talent show! VOAPA hired a chartered school bus to take six trips to the swimming pool and field trips to: The Pittsburgh Zoo and Aquarium, Moraine State Park, Kennywood, The Carnegie Science Center, Sandcastle, SkyZone, The Sherwood Experience (including Hosanna House), and Zone 28. For many of the students, it was their first time at some of the destinations.

VOAPA recognizes the importance of creating **positive connections to peers and adults** in the community. As such, YEP embraces a strengths-based, asset-driven approach that integrates concepts of resilience, healing, and agency into its approach. Its youth programming is designed to support youth decision-making while surrounding them with positive adults who can help create an expanded community and safety nets. YEP’s students are hired at age 14 and above to serve as tutors, mentors and facilitators to their younger peers during the OST program and summer enrichment camp. This creates a natural peer group, which YEP uses to forge strong community, and cultural values that are passed on to the middle school and elementary children with whom they work. YEP also launched its “peacemakers” initiative in September 2018, where youth (all ages) engaged in a speaker series that included topics on diversity and social justice and brought in the local civic leadership of Sharpsburg. The project was designed for students to foster long-lasting relationships and grow their networks of support with the local leaders and community activists while encouraging greater opportunities for civic engagement and leadership. Now called the Youth Leadership Council, it will continue to work with local advocates and leaders on projects important to our youth. YEP recruits volunteers from Fox Chapel community to volunteer at YEP, bringing in school peers who live in the adjacent highly wealthy community, to create prosocial relationships within a secure setting for Sharpsburg youth with peers who they don’t naturally connect with outside of school.

All VOAPA program models are designed to abide by its organizational handbook and uphold its code of conduct for staff. Of importance to VOAPA is inclusivity toward religious, racial, ethnic, disability, gender/gender identity, and sexual orientation. **Staff training, expectations, policies, and procedures** create ongoing focused education on social sensitivities and cultural competencies, including attention to issues impacting youth. We provide training on various topics, including client protection, incident management, and reporting, service planning and implementation, health and safety, bias, and racism. Youth-specific training curriculum covers evidence-based models with topics such as Rational Emotive Behavioral Therapy (REBT), Motivational Interviewing (MI), Cognitive-Behavioral Therapy (CBT), Mental Health First Aid, Trauma-Informed Care, Professionalism and Ethics, Crisis Prevention/ Intervention, Gender/ Transgender Issues, Service Excellence, or other models which help build therapeutic relationships geared toward youth. VOAPA recognizes that this training is pivotal to achieving a safe space for our youth and a safe work environment for our staff. VOAPA maintains policy and procedure manuals detailing clients’ rights with particular emphasis on equity and inclusion through language that specifies equal opportunity to all client participants without regard to race, religion, color, national origin, sex, sexual orientation, marital status, age,

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disability, or political affiliation. YEP is currently updating written policies and procedures that all staff, parents, and youth agree to follow.

YEP serves low-income youth ages 5-19 from **Sharpsburg and the surrounding boroughs of Millvale, Etna, and Blawnox**. Of current students, 88% qualify for the federal free or reduced-price lunch program. Additionally, 62% are White, 28% are Black, 6% are Hispanic/Latino, 2% are Middle Eastern, and 2% are Asian, whereas the makeup of the overall FCASD is 84% White, 8% Asian, 4% Black, and 3% Hispanic. The median household income is \$31,250. Students face challenging home lives, with issues ranging from food insecurity to unstable housing, and have multiple risk factors for youth violence, substance abuse, and other unhealthy behaviors, exposure to domestic violence; involvement with drugs, alcohol, or tobacco; low parental involvement; low parental education and income; social rejection by peers; high concentration of poverty; and low economic opportunities, among others, making VOAPA staff keenly aware of the many social challenges faced by disadvantaged youth.

Results from a 2018 Forbes Fund-funded survey of YEP families showed that: 95% of families indicated that other youth programming was too expensive for their children; 93% found other affordable programs too far away; and in the absence of YEP, only 10% said their children would be engaged in another activity. YEP continues to see high demand for more OST programming in the region we serve, especially in the River Towns, as well as the adjacent communities to the north. VOAPA's recent relationships with the Borough of Etna and the Shaler Area School District illustrate the need and local support for strong OST programming in these communities and have started making family referrals to YEP. Director is engaged in efforts that would allow YEP to be known as a community service site for young people on probation and/or court supervision. YEP continues to **tailor the program design to meet the needs of students** through direct feedback from both parents/caregivers, youth, and our community partners. Recent examples of this include the implementation of our food program to respond to food insecurity, opening our space and changing our hours to accommodate virtual learning while schools remained closed due to COVID-19, ensuring all youth have access to the technology, and program emphasis on resilience, healing, trauma-informed approaches, and whole-person care.

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.

YEP is a fun and safe place for youth to engage with their peers in a model that incorporates both relational engagement and relationship learning so youth can gather, feel welcome, be themselves and can connect with friends. YEP builds strong relationships parents, the school and the community and remain informed about the individual youth in the program through these connections with whom the children come in contact. Many reach out to YEP if there are specific concerns regarding students. Insight into the lives of the youth enables program staff to connect directly with the youth and provide a holistic approach not only to keeping them involved in the program but ensuring their overall wellbeing.

Programming is designed with principles around youth voice and choice, so that activities are fun and engaging. Youth voices will be heard at all levels of planning, including in activities, field trips, and space renovations. YEP is designed to include the main space and age specific spaces, a computer lab, robotics lab, and screen-studio, and a large recreational room for group activities like movie nights. YEP's building is near a neighborhood park/playground, giving children a safe place to play during OST. The introduction of new opportunities, including a Youth Leadership Council and teen jobs program, has allowed us to retain many of

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the younger students who look forward to participating in these programs when they become older. Youth also participate in YEP for food and is source of healthy meals and nutritious snacks throughout the year. Food insecurity is something that many YEP children face. and many students come for the food and stay for the activities and trips.

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.

YEP staff members conduct regular quick and easy check-ins with parents/caregivers via calls, texts, emails, and in-person to determine their needs and ensure they are comfortable with the program and assess ways that families may be best assisted. YEP is committed to conducting family outreach and wellness service referrals and solicits feedback for each of the program sessions via formal surveys of parents and youth. We are committed to providing surveys, consistent with the requirements of this RFP. YEP's Director has a strong background in parental engagement and training and relational engagement is at the core of his child/youth development philosophy. YEP welcomes parental presence at YEP, including as program volunteers and/or chaperones. Due to this priority and his strong oversight, parents/caregivers gain and remain comfortable and know their children are cared for in a safe environment. Over the past two years, YEP has hosted an open house, invited parents to an end-of-summer camp talent show/fun day, and hosted an end-of-the-year holiday party for families. YEP has made it a strategic priority to integrate a two-generation approach and is working include a Parent Leadership Institute (PLI)- a concept wherein parents share resources and information, engage in peer-to-peer empowerment, and build positive parenting skills around education, health, child development, and other subjects.

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.

YEP will market programming via several sources including area schools, word-of-mouth, generational (siblings were past members), and community partners. YEP will request that each district send an email/flier to all households announcing our program and will provide information directly to parents and families to increase interest in our programming. YEP has a strong relationship with the FCASD and is currently building a relationship with the Shaler Area School District to best understand and meet individual student needs. Our relationships with local schools resulted in school staff contacting YEP for assistance when students have failed to completed homework assignments and/or are struggling in subject areas so that YEP can cater homework help/tutoring. In addition, YEP is a participating member of APOST and shares information about open slots and programming with its network. A local partner, Fox Families Care is meeting with YEP to support/discuss marketing strategies specific to the FCASD.

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.

VOAPA'S Administrative Director leads all recruitment, hiring, and onboarding for the organization and partners with the director to recruit/screen/interview candidates for YEP, vetting them against clearly articulated job descriptions. YEP makes every effort to recruit members directly from the community and recently welcomed a new Director, Aaron Thomas, who oversees all YEP programming. Mr. Thomas, who has lived experience, is also the first African-American male to lead YEP. He has experience recruiting, hiring, and coaching people from unique and diverse backgrounds, specifically those with lived experience. Word of mouth and networking (through APOST, Facebook, and other platforms) is a key recruitment strategy. We also hire many of the teens who have participated in our program in their younger years to

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serve as positive role models to our younger students while their lived experience strengthens engagement/retention.

8. Provide the hours and days you expect your OST program to operate during the school year and summer. During the school year, YEP operates 3 pm – 6 pm. Summer program hours will be 9 am – 5:30 pm

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

YEP's newly renovated kitchen features a commercial refrigerator and significant storage capacity, including a pantry and deep freezers. YEP receives donations and shops for groceries weekly. YEP currently plans healthy menus and provides hot meals to students after school each day of programming, prepared by the Director, with input from the youth. VOAPA is in the process of seeking approval through the State's Child and Adult Care Food Program (CACFP) to support meals served during the school year and operate as a Summer Food Service Program (SFSP) during the summer. VOAPA requires staff to have ServeSafe certifications and our kitchen undergoes health and safety inspections.

Implementation Challenges (20 points possible)

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

YEP will host a pre-summer open house, which was previously successful in increasing attendance. Pre-COVID, YEP served 125 youth in the summer, which doubled its attendance from the previous summer. Signups will occur in advance to plan for attendance. YEP will provide program information in the more than 450 backpacks that we distribute to area students during our Operation Backpack[®] drive. YEP will work with partner organizations, local houses of faith, and the school districts to share our social media posts that detail program information. If, after these strategies, YEP still experiences low attendance, the youth and families will be looked to for additional recruitment, in addition to social media.

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

YEP's Director is a certified trainer on trauma-informed care principles and youth mental health first aid, and is well equipped to manage behavioral/mental health challenges and integrate interventions. YEP works with parents/caregivers to make recommendations and service referrals that include trauma-informed care or that strengthen the mental, physical, and social wellbeing of a person and defer to community-based mental or behavioral health organizations. VOAPA upholds high moral and ethical principles when communicating with parents/caregivers about any issues or observations of a student's mental/behavioral health and recognizes youth independence at age 14. Staff members are trained to identify signs and reach out to the Resolve program, a mobile crisis team, in an emergency instance and/or share the information with parents. Currently, YEP is working to create a safe space room for young people who need a break to deescalate or prevent being triggered and incorporates healthy eating, movement, breathing, and other strategies into the daily schedule.

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?

YEP distributes electronic and hard copy satisfaction surveys to youth and parents every school year session and after each week of summer camp. If families are not satisfied with the experience, we will seek to make mid-course corrections. Respondents can remain anonymous and in instances where parents are not satisfied, YEP will work with parents to resolve issues in all ways possible. VOAPA has a grievance procedure, which is shared with families and includes the means to contact VOAPA leadership for unaddressed issues. VOAPA

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leadership also is on site at least monthly, engaging with families. YEP will host at least four family nights per year where parents/caregivers may address concerns.

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

YEP has worked with area school district transportation routes to ensure that there are two bus stops within a block of YEP. For safety/security, parents have to request that their children are dropped off at these stops. On occasion and in cases of emergency, staff will pick up students with personal and/or agency vehicles. VOAPA acquired a large capacity van in August 2020, which seats nine passengers and one wheelchair. YEP plans to hire a driver who can support transportation for students who need this resource.

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.

VOAPA's budget for the YEP OST program was carefully constructed based on our history and experience operating this program. This budget includes costs to cover the daily attendance associated with 20 students during the school year and 40 during summer camp. Most critical are funds to support staff salaries to maintain staffing ratios, provide a quality service to our youth, support transportation, and ensure at least one manager is present daily during program hours. It will also support student staff who will learn and gain meaningful employment while mentoring our younger youth. Student and staff salaries were calculated to offer livable, competitive wages. Funds are also requested to support transportation and travel costs, rental and building maintenance costs, including enhanced cleaning services to adhere to COVID-19 safety policies. Also included are costs for supplies for enrichment activities (ex: STEAM kits). Marketing materials for summer camp include branded t-shirts and other supplies so students are easily recognizable and safe during field trips and other outings.

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?).

YEP is free of charge to children/families. VOAPA works hard to raise the funding needed to support YEP, always seeking to grow and diversify fundraising strategies. YEP is grateful to have support from both corporations and private foundations, including the Grable Foundation, the Fox Chapel Rotary Club, Jack Buncher Foundation, and the Fox Chapel Presbyterian Church, to name a few. Current YEP-related fundraising covers an estimated 65% of YEP costs, VOAPA continues to cultivate relationships in the community and apply for available funding to supplement the short-fall needed to provide year-round OST programming in our proposed service area.

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	20	\$27	180	97200
Summer	40	\$40	40	64000
				161200

**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>	77,310
Supervisor - 1 FTE for 41 weeks	31,558
Youth Development Staff- 1 PT @ \$16 / hr @ 41 weeks	11,520
Director - 1 FTE- 25% for 41 weeks	12,024
2 Student Staff @ 3 hrs/day \$7.25/hr for 180 days	7,830
Fringe / benefits (20% for FTE, 9% for PT)	14,378
Operations (supplies, rent)	6,750
Rent (25% of monthly rent / 9 months)	4,500
Cleaning and maintenance (25% monthly costs / 9 months)	2,250
<i>Other</i>	4000
Supplies for enrichment activities (20 children @ 125 per child)	2,500
Transportation (4 trips @ 375 / trip)	1,500
<i>Indirects(10%)</i>	9140
	*Total
	97200

Total funding request based on seats

*Total should total funding request based on seats

Summer	Expense
<i>Personnel</i>	38882
Supervisor - 1 FTE @ 11 weeks	8462
Youth Coordinators - 2 PT @ 16 / hr @ 11 weeks	10240
Director- 1 FTE 25%	3226
10 Student Staff @ 4 hrs/day \$7.25/hr for 40 days	11600
Fringe / benefits (20% for FTE, 9% for PT)	5354
Operations (supplies, rent)	6718
Rent (25% monthly rent / 3 months)	1,500
Cleaning and maintenance (25% monthly costs / 3 months)	3,000
Summer camp marketing	2,218
<i>Other</i>	12000
Supplies for enrichment activities (40 children @ 175 per child)	7,000
Transportation (Charter for 1 trip per month)	5,000
<i>Indirects</i>	6400
	*Total
	64000

Total funding request based on seats

*Total should total funding request based on seats