



Task Order

Out-of-School Time (OST) Programming in Designated Housing Authority City of Pittsburgh (HACP) Communities

Project Description

The Allegheny County Department of Human Services (DHS) is seeking one or more current DHS Providers of Out-of-School time (OST) and/or teen programming to provide OST programming in designated communities managed by the Housing Authority of the City of Pittsburgh (HACP). OST programs for the summer of 2024 will consist of at least a six-week summer program. Services for the 2024-25 school year will commence in August and run through June. The Successful Applicant(s) must be able to provide both summer and afterschool programs.

Background

The HACP in partnership with DHS is seeking one or more Successful Applicants to provide OST services in the following communities:

Northview Heights - Gymnasium

533 Mt. Pleasant Road, Pittsburgh, PA 15212

Services will be provided daily to youth in grades 6 through 12

50 youth served each day

Arlington Heights

3123 Cordell Place (Rear), Pittsburgh, PA 15210

Services will be provided daily to youth in grades K through 5

30 youth served each day

Allegheny Dwellings

1710 Belleau Drive (Rear), Pittsburgh, PA 15212
Services will be provided daily to youth in grades K through 5
30 youth served each day

Project Description

The primary objective of this project is to deliver quality OST programming during the upcoming summer months and during the school year in designated HACP communities. The Successful Applicant(s) must have experience managing summer and/or afterschool programs. The Successful Applicant(s) must also demonstrate the ability to:

- Implement evidence-based practices that support positive youth development.
- Offer academic enrichment and structured recreational opportunities.
- Provide daily healthy meal options.
- Collaborate with other private and public entities for support services, as needed.
- Incorporate family and parental involvement.
- Provide appropriate training and clearances for program staff.

We are interested in Applicant(s) with experience supporting HACP communities. Programming must be inclusive with a commitment to serving all youth, regardless of population. Successful Applicant(s) will utilize their unique curriculum and community resources to provide quality programming for the identified HACP communities. Program activities may include activities such as

- Visual/Performing Arts
- Social/Emotional Learning Activities
- Violence Prevention
- Conflict Resolution
- Mentoring
- Youth Leadership
- Structured Recreation
- Community Service Opportunities

There will be no cost to the youth/families who participate in this programming.

Programming will be provided on-site in spaces designated by the HACP. Services may also be provided off-site as determined by the Successful Applicant(s). Transportation to off-site services is the responsibility of the provider. Summer programs will operate Monday through Friday and school year programs will operate Monday through Friday for no less than two hours each day. Successful Applicant(s) may choose to provide services on designated holidays and during holiday breaks following the Pittsburgh Public Schools calendar, but this is not required.

The Successful Applicant(s) must maintain a 1:12 staff-to-youth ratio for traditional OST programs and a 1:15 ratio for OST programs serving teenaged youth. The Successful

Applicant(s) must furnish all necessary program supplies and equipment (academic, enrichment and athletic).

Successful Applicant(s) will be responsible for the following:

1. Pre-Program Site Visit to HACP Communities

- Coordinate site visit(s) with HACP staff to assess space available for services as well as any site-specific details.

2. Outcomes

- Provide quality programming that focuses on three overarching outcomes:
 - Safe Space
 - Engaging Activities
 - Positive Connections for Youth

3. Measurement, Data Collection and Reporting

- Provide feedback opportunities through surveys conducted during the summer and during the school year. Youth are to be surveyed twice (near the start of the program and near the end of the program); parents are to be surveyed once during the program.
- Track and record attendance data.
- Meet with a program monitor once during the summer session and once during the afterschool session to review programming and program files.
- Provide an *Annual Leverage Dollar report* (or a substantially similar report) that specifies the provider's financial expenditures for the services. Reports are to be provided at the end of the provider's fiscal year or no later than **February 1st** following the preceding program year.
- Submit a monthly statistical report of the program's key performance indicators (e.g., positive outcomes, areas of concern) to HACP by the **10th** of the following month. HACP will collaborate with the service provider to establish a reporting structure based on the provider's specified scope of service.

Timeline

The expected launch date for the summer program is near the end of June 2024 (no later than July 1), with programming running through mid-August 2024. The anticipated launch date for OST services during the 2024-25 school year program is near the end of August 2024, with programming running until June 2025.

Task Order Issued: Thursday, May 2, 2023

Response Deadline: 3 p.m. Eastern Time on Friday, May 17, 2024

Estimated Award Decision: May 2024

Estimated Start Date: near the end of June 2024

Award Details

We anticipate entering into an agreement with one or more Successful Applicants with award amounts to be determined by the Usual Customer Rate/Formula (UCR). Please submit a budget and a budget narrative including an explanation of all costs. Expenses may include, but are not limited to, direct and indirect costs, operating expenses, fixed assets, personnel and contracted services. The budget and budget narrative will not be included in the page limit. Final award details will be negotiated with the Successful Applicant.

We anticipate it may take approximately a month from the award decision for DHS to fully execute the contract with the selected agency.

In order to enter into an Agreement with the County, Successful Applicants must comply with all contract requirements and all standard terms and conditions contained in a County contract.

How To Submit a Response

Respondents to this task order must have been awarded under the [RFP for Out-of-School Time Programs](#) or the [RFP for Teen Programing](#).

Please respond to this Task Order by typing your response to each requested item directly into this Word document. All inquiries and questions can be submitted via email to DHSProposals@allegHENYcounty.us or through Bonfire via the Vendor Discussion Feature on the [Task Order Opportunity Page](#). Your written Response should not exceed three pages. This limit does **not** include your budget or relevant examples of your experience.

Submit your completed Response electronically by logging into or creating an account on Bonfire at <https://allegHENYcountydhs.bonfirehub.com> and uploading the required submission documents to the appropriate [Task Order Opportunity Page](#) no later than 3:00 p.m. Eastern Time on Friday, May 17, 2024, to be considered for review.

If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at DHSProposals@allegHENYcounty.us or (412) 350-6352.

If you have any questions about this Task Order, please email us at DHSProposals@allegHENYcounty.us, or use the Vendor Discussion feature through the DHS Bonfire Portal at <https://allegHENYcountydhs.bonfirehub.com> on the Task Order Opportunity Page.

If additional information is required after receipt of your Response, you will be contacted.

How We Will Evaluate Your Response

DHS will convene an Evaluation Committee to evaluate the Responses using the process described in Section 5 of either of the previously mentioned RFPs. The maximum score that a Response can receive is 50 points. The Evaluation Committee will assign scores to each Response by awarding points based on the following evaluation criteria:

Relevant Experience (20 points possible)

Experience providing OST programming in the identified HACP communities

Task Order Approach (20 points possible)

- Description of programming and proposed approach to program delivery, including a list of all proposed activities and resources to be utilized

Budget and Budget Narrative (10 points possible)

- Estimated budget and timeline for the project

Response

Organization: YouthPlaces, Incorporated

Select the HCAP location(s) you are proposing to serve, listing in order of preference if you're proposing to serve more than one location.

1. *Northview Heights*
2. *Click here to enter text.*
3. *Click here to enter text.*

1. Describe your organization's experience working in the identified HACP communities, providing relevant examples of the programming/service(s) offered, including where the program(s) was facilitated. Include as many examples as you feel appropriate to sufficiently describe your experience.

For 27 years, YouthPlaces has been providing after school, out of school time and workforce development programming for our region's most vulnerable youth populations ages 12-18. Since 1997, YouthPlaces (YP) has been a leading out of school provider in the region for supporting youth who are harder to reach and/or whom are not enrolling in traditional after school programs. Founded as a priority of the Youth Crime Prevention Council in 1997, we first established ourselves in five Housing Authority communities, eventually growing to serve in 22 neighborhoods throughout our history, YP's impact for supporting hard to reach youth in defining clear pathways and setting goals for success has been grounded in the one-to-one relationships we've built with youth from across the region. With our indigenous leadership approach, youth immediately identify with our staff and are more amenable to trusting our direction away from at-risk behaviors and environments. Additionally, YouthPlaces current operations in eight neighborhood sites/communities across the region distinguishes us from other models in that we are accustomed to managing large volumes of youth in public settings. During our first 18 years, YouthPlaces served as one the region's largest after school providers, having over 24 neighborhood sites throughout said years. Serving over 34,000 teens, YouthPlaces has

been able to provide after school, summer employment and college pathways for our region's most hardest to reach populations. Understanding that violence prevention was at the center of most challenges encountered in our communities, we established The Roundtable, which consisted of young men and women whom had encountered the juvenile justice system or whom were victims of engaging in street economy. We utilized these reformed individuals to mediate, mitigate and prevent violence in communities utilizing sports and recreation as a diversion tactic. YouthPlaces would not exist if not for our establishment in subsidized housing communities. During our 27 years, we have often times been one of the only providers whom has offered services in housing communities throughout the region. In 1997, YouthPlaces Northview Heights was one of our first housing communities where we established out of school time programming and offered that programming through March of 2020 (we resumed programming in Northview Heights as of October 2023). Other housing authority (city and county) communities where we have/are serving include McKeesport, Duquesne, Clairton, East Hills, Hazelwood, Homewood North, and the Hill District. Our neighborhood-based model is grounded in meeting kids where they are and providing opportunities through academic enrichment, recreation, safe spaces, and other activities that enable teens to envision and procure a life outside of their current circumstances. In fact, our current Associate Director and our Manager of Education were both youth in our Northview Heights programming in the late nineties early aught's whom have now ascended to leadership positions in our organization.

2. Briefly describe the type of OST programming proposed for this Task Order and your proposed approach for program delivery, including all proposed activities and resources utilized.

YouthPlaces proposes to offer our Hobbies to Opportunities and Self programs model in the Northview Heights community beginning summer, 2024 and continue through fall, winter and spring after school for teens ages 12-18, focused on specific activities and partners that will help youth grow, achieve, and learn about themselves through multiple opportunities. Through bringing in outside partners to collaborate on certain areas, youth are able to gain knowledge, skills and/or abilities based on the program offered. Activities and facilitations on topics give youth a chance to look at themselves, others, and situations differently, allowing them to acquire skills that will benefit their mindfulness and identity. All structured programs take into consideration the temperature of the environment we are living in, topics that are pressing at the moment, modern ways for youth to show expression, and most importantly, input from the youth voices involved at YouthPlaces. YouthPlaces proposes to offer programming in Northview Heights Our programming occurs Monday through Friday and be open on average for 4 hours per evening for 48 weeks/year Summer: 9 weeks; After school: 39 weeks).

Upon attendance at our site youth will have an opportunity to participate in eight different program offerings:

- YP-WORKS: our workforce-centered programs designed around the future of work for teens who are interested in obtaining jobs. This workforce development program includes soft and hard skill development through our 1st Jobs curriculum. Partners in this initiative include MBK Pittsburgh, the Pittsburgh Knights, and the US Department of Justice to name a few.
- YP-FUTURES: college and career planning which includes our case management portfolio of strengths-based personal growth plans. Our partners in this work include most local and national college and universities. In this program we take teens on a Promise Tour throughout Pennsylvania to connect their Pittsburgh Promise grants to the vast array of higher education

opportunities in PA. We also conduct an annual college fair attended by well over 400 students per year.

- **YP-TECHBUILDERS:** a basic skills proficiency designed to support current regional education systems. This program teaches teens digital literacy, website design and coding amongst general skill development like typing, using Microsoft, etc. This program is facilitated in partnership with Beta Builders.
- **YP-LEADS:** a teen leadership development and advisory council where teens will acquire the soft and hard skills of leading positive youth development programming and being connected to regional youth leadership opportunities. This programming also includes our Big Homie mentoring initiative offered to all teens in our programs. As we realized the increase in peer-to-peer violence in the schools and in neighborhoods, we immediately took action to create an opportunity for parents to enroll their youth in our mentoring program where youth will be matched with neighborhood leaders who were previously led down a wrong path. It is our intent to make connections with youth and these young adults to help them solve problems effectively and offer trauma-informed care.
- **YP-PLAYS:** this programming is designed around creating fun environments for teens to let off steam or build upon their in-school sports and recreation goals. This program also includes a gaming and coding partnership with the Pittsburgh Knights and MBK Initiative.
- **YP-LEARNS:** our in-house education-based programs and for teens who desire to continue their academic enrichment goals and have a safe space to study, get tutored and participate in fun project-based learning. This program is facilitated by our Manager of Education whose collegiate background includes a degree in Education.
- **YP-MAKERS:** through our state of the art maker-space, teens are able to engage in their creative expression and entrepreneurship goals. With our in-house recording studio teens will work with partners such as Steeltown Media and SLB Radio.

Underlying the programs/activities, each youth will be enrolled in our YP SELF program which offers opportunities for youth to explore and learn more about themselves and their true identify through an assigned Behavioral Development team member at YouthPlaces. YP Self focuses on cultivating a mental health practice and encourages youth to develop and hone in on skills that they will be able to take into the world. YP Self teaches youth about the importance of mental health and how it impacts their day to day. By fostering a learning environment around mental health, we are teaching our youth to be involved in their feelings, address trauma, and how they can positively respond to certain situations and events in their lives. YP Self promotes positive peer relationships, personal development skills, successful decision making, and much more.

Due to the restrictive space allotments in Northview, some of the programming offered will take youth off-site to our central facility, located at 711 W Commons on the Northside, for field trips and utilization of our Recording Studio, Gaming and Tech Zone, and joint recreation with other sites. Teens will also have the ability to travel to visit colleges in and out of state and participate in workforce development programming through our YP First Jobs program in partnership with Providence Connections and the Northside Chamber of Commerce where they will be prepared to enroll in career-focused programs with partners such as the Boys and Girls Club, Auberle and other partners as identified need arises.

Our Family and Community engagement staff work alongside teens' families to mitigate barriers and supply referenced resources that enable the family to allow the teen the ability to participate and explore opportunities beyond their home.

3. Provided a budget and budget narrative that justifies all proposed costs. This is not included in the page limit.

YouthPlaces Northview Heights Budget Request - DHS/Housing Authority

* Budget based on servcing 45 youth/night

ORGANIZATIONAL EXPENSES		Description
Item		
Salaries	\$77,440.00	1 FTE @ \$40000 and 2 PT @ \$18720
Employee Taxes & Insurance	\$15,524.00	1 FTE @ 24% plus FICA; 2 PT @ FICA
Program Partner Fees	\$18,000.00	\$1500/month @ 12 months
General Program Supplies	\$6,000.00	\$500/month @ 12 months
Youth Program Outings	\$5,400.00	45 students @ \$10/student @ 12 months
Vehicle Expense	\$1,440.00	\$60/gas @ 2x/month @ 12 months
Professional Services (Payroll, IT, etc.)	\$7,200.00	\$60,000/year @ 12% of costs
Insurance	\$4,800.00	GL; Vehicle; MisCndct \$40,000 @ 12%
Total Budget	\$135,804.00	