

## Allegheny County School Age Programming Funding Opportunity

With many Allegheny County schools starting the year full or partially remote, families with school age children will face several challenges this fall. The critical work of Out of School Time programs in supporting children and families is more important now than ever.

The Allegheny County Department of Human Services, Trying Together, and United Way's Allegheny County Partners for Out of School Time (APOST) have joined forces to support your work. Funding is available to support both in-person Community Learning Hubs, as well as Virtual Pods and Programming.

Interested applicants should review the information below and apply by Friday, August 14 (additional details below). Please review the requirements carefully and only apply if this is something you are committed to pursuing. If this is not the right fit for your program, there are many other ways to support children and families this year.

### Opportunity #1: Community Learning Hub

Requirements to become a Community Learning Hub:

- Program must be:
  - Open for set hours each day that students are out of school:
    - Mornings will support school districts' online learning expectations
    - Afternoon will offer enrichment activities (could be academic, arts, sports, etc)
  - Serve breakfast and lunch (will work with school district and Food Bank to get food)
  - Have an explicit focus on facilitating student learning during virtual learning hours. This does NOT mean that the program staff needs to have TEACHING expertise, but they do need to be able to:
    - Maintain a schedule that is built around school instruction time (may vary by district)
    - Help children get online each morning
    - Troubleshoot throughout day as necessary (leveraging Pitt and school district IT support)
    - Keep kids motivated to engage virtually
    - Check in with children on completion of assignments
    - Facilitate connections to teacher office hours and other instructional supports
    - Note: while learning is a focus, programs are also expected to meet children's social and emotional as well as basic needs
- Spaces must:
  - NOTE: if programs are interested in running a program but do NOT have an available space, applications will be considered if a public space can be identified. We are willing to support in recommending locations.
  - If program does have a space available, it must:
    - Have adequate wifi for all children to be online + headphones (children should each be assigned their own pair) for computers
    - Have food storage for breakfast and lunches
    - Have adequate spaces, desk/chairs, etc for physical distancing
    - Children will bring their own technology and masks (with extras available)
- Health and Safety precautions must be followed AT ALL TIMES:
  - All staff trained on health and safety protocols before welcoming children
  - Program must conduct daily screening (temps and symptom check required for children and staff)
  - Child student ratios cannot exceed 10:1
  - Children must be grouped in pods of 10 or fewer and be able to spend the entire day with that pod
  - Program must follow all health and safety guidance issued by CDC, state, and Allegheny County re: covid + children and staff, cleaning, etc at all times
  - Program must submit health and safety plan detailing plans (template will be provided)
- Enrollment

- Programs can do their own recruitment, but programs must also be willing serve:
  - Children with families who need childcare
  - Referrals from school social worker/counselor and community-based programs
  - CYF active families (providing safe space to those families)
  - Families in homeless system
  - (will define processes for referrals)
- Programs will complete enrollment paperwork that includes learning expectations (will be online when expected) for each family
- Staffing
  - Program must have a manager-level staff on site at all times
  - Program must have back up staff available to ensure staffing for adequate distancing is available at all times and for any COVID related quarantine of staff
  - Staffing plan must deliver reliable, responsible consistent staffing
  - All staff have all required clearances on file
- Fees
  - Programs who are licensed can continue to offer private pay and subsidy
  - All programs applying for funding must offer free programming
- Transportation
  - Program may choose to provide transportation, if all health and safety guidelines are followed (preference is to ONLY provide transportation when necessary (i.e. parent/guardian does not have transportation) because of public health concerns)
- Reporting
  - Monthly KIDS roster upload
  - Description of program highlights in the monthly report
  - DHS monitoring visits for DHS-contracted providers

Funding can be requested for community hub programming through Dec 31, 2020 for:

- Staffing
- Learning materials (headphones, furniture if necessary, etc)
- PPE (masks)
- Cleaning supplies
- Technology for staff only (students should each have device)
- Building upgrades (wifi)
- Additional partners (universities, museums, other community-based organization, etc) to provide enrichment activities and/or tutoring support
- Transportation

\*note 1: depending on funding available and covid/school status at end of 2020, additional funding MAY be available.

\*\*note 2: current available funding should be leveraged first, funding requested for programming needs above and beyond current budget

Priority for programs that are:

- Serving low income K-5 students
- Are successful in connecting with hard to reach families
- Have an established connection to school district
- Are located in high need communities (note: looking to for broad geographic representation)
- Can serve at least 20 children with appropriate social distancing
- Have been running programs this summer following necessary health and safety precautions

## Opportunity #2: Virtual Pods and Programming

- Program must be:
  - Facilitated by individuals who have all clearances required to work with children.
- Programs may be:
  - Focused on academics, encouragement, social emotional support, or other as determined to be critical by your team.
  - Able/ willing to incorporate professional trained volunteers that will be recruited by United Way.
- Enrollment
  - Programs can do their own recruitment.
- Staffing
  - Staffing plan must deliver reliable, responsible consistent staffing
  - All staff have all required clearances, etc on file
- Fees
  - All programs applying for funding must offer free programming
- Reporting
  - Monthly roster of students served
  - Description of program highlights in the monthly report

Funding not exceeding \$50,000 per program for programming through Dec 31, 2020 for:

- Staffing
- Learning materials or online learning platforms
- Technology for staff and/ or students
- Additional partners (universities, museums, other community-based organization, etc) to provide enrichment activities and/or tutoring support

\*note 1: depending on funding available and covid/school status at end of 2020, additional funding MAY be available.

Priority for programs that are:

- Serving low income K-10 students
- Demonstrate an established connection to or partnership with a school district
- Located in high need communities
- Can serve at least 20 children
- Are APOST Quality Campaign Members

School districts plans are posted [here](#).

**Note:** There is no guarantee that funding will be available for all agencies who are interested in providing this service. DHS, Trying Together, and the United Way will review all applications submitted and assess how to best match interested agencies with specific needs and available funds. Funding will be provided for both in person and virtual offerings, but priority will be given to in person requests given childcare needs.

### Application Requirements:

If your agency is interested in providing this expanded service, please answer the questions below by [completing this survey](#) and submitting budget by Friday, August 14. Budget should be sent to Amy Malen at [amy.malen@alleghenycounty.us](mailto:amy.malen@alleghenycounty.us).

1. Organization:
2. Key Contact Information:
3. Which opportunity are you applying for?
  - a. Community Learning Hub

- b. Virtual Pods and Programming
- 4. Please provide a short description of program
- 5. Describe target population:
  - a. # children served overall, # served thru funding requested
  - b. Grades
  - c. District(s) Served
  - d. Recruitment efforts to identify high need students
- 6. Facility (No need to answer if pursuing Virtual Pods and Programming):
  - a. Do you have a facility?
  - b. What is the location?
  - c. If available, would you prefer using a different facility?
- 7. Requirements:
  - a. Do you have any concerns about ability to meet the requirements? Please describe.
- 8. Priority Preference:
  - a. Do you meet any of the priority preference criteria? Please describe.
- 9. Budget:
  - a. Budget
  - b. Budget narrative
  - c. Other funding sources
  - d. Cost/student