



**Service Provider**  
**Partnership Application**  
***(June – August)***

**City of New Orleans**

Latoya Cantrell, Mayor

Larry Barabino, Jr., NORD CEO

*Revised September 2020*

## SERVICE PROVIDER PARTNERSHIP APPLICATION

Thank you for your interest in partnering with the New Orleans Recreation Development (NORD) Commission. NORD provides high quality recreational, cultural, and community programming to New Orleans residents of all ages and abilities. We do this through our core program offerings and effective partnerships with additional organizations.

## SERVICE PROVIDER REQUIREMENTS

This application is for organizations interested in providing specialized services for NORD youth summer and teen career camps in the City of New Orleans. If an application is approved, the service provider will be required to enter into a Cooperative Endeavor Agreement (CEA) with the City of New Orleans prior to programming implementation.

This NORD Partnership allows organizations to function as a service provider for NORD youth summer and teen career camps.

### **Service Providers are required to:**

- Provide cultural, academic, or recreational enrichment service to NORD youth and teen camps including, but not limited to: financial literacy, life skills, academic games, physical/mental health, spoken word, play therapy, karate, visual and performing arts. Open to other creative ideas!

## SUMMER PARTNERSHIP REVIEW PANEL

Upon verification of eligibility, each application will be scored by five (5) members of a formal review committee providing the following levels of representation:

- One (1) NORD Commissioner or community designee
- One (1) New Orleans Community member
- Two (2) NORD Employees
- One (1) Representative from Office of Youth and Family Services or designee

Each application will be reviewed and given a maximum score of one hundred (100) points. Final decisions will be confirmed as a group by the review panel described above.

## SERVICE PROVIDER PROGRAMMATIC EVALUATION CRITERIA

Eligibility for 2022 service provider partnership renewal will be considered based on evaluation of performance in the following areas:

- Parent and Youth/Teen Satisfaction (Survey);
- Summer Camp Organization Survey;
- Attendance and participation data;
- Mid program and end of camp contractual compliance checklists;
- Timeliness, and readiness during programming hours of operation;
- Timely submission of required reports.

## SUBMISSION REQUIREMENTS

***The submission of this application is for consideration and does NOT guarantee summer partnership with NORD.***

Please utilize the checklist below to ensure the submission of a complete application. Submission of any required application elements after the submission deadline may deem the application ineligible for consideration.

The following elements are required for an application to be considered complete:

- Application Cover Page
- Required Eligibility Documentation
- Narrative Description of Program
- Budget/Funding Information
- Required Attachments
- Signed Agreement Page
- Electronic or Hand delivered submission by deadline

## APPLICATION DEADLINE

**\*\*Applications due Friday, November 6, 2020 by 5:00pm\*\***

**(Incomplete or late submission will not be accepted for review)**

Completed **applications for consideration** may be submitted as follows:

- Via email to [NORDCCContracts@nola.gov](mailto:NORDCCContracts@nola.gov); or
- In person: Attention - Contracts Supervisor at the NORD Administrative Office, 5420 Franklin Avenue, New Orleans, Louisiana 70122

Any and all questions related to this application and/or the submission process must be submitted in writing via email to [NORDCCContracts@nola.gov](mailto:NORDCCContracts@nola.gov).

## PROGRAMMATIC REQUIREMENTS/EXPECTATIONS

Service providers are required to meet the following requirements/expectations:

- Two (2) years of proven experience operating youth programming, e.g.
  - Documented employment or volunteer hours with youth and/or teen program; and/or
  - Operation of a youth and/or teen camp;
- Staff resumes with proven experience working with youth and/or teens;
- All onsite staff must complete a “Darkness to Light” training – (an online child abuse awareness training);
- NOPD criminal background checks on all onsite staff and volunteers, including furnished proof of checks to NORD for verification.

## ELIGIBILITY DOCUMENTATION

The following four (4) eligibility documents are required to be considered for a partnership with NORD:

- **Business Status Documentation**

Please submit:

- A current Good Standing Certificate from Secretary of State with the correct vendor name

To obtain copies of state forms, please contact the Louisiana Secretary of State at [www.sos.la.gov](http://www.sos.la.gov)

- **Corporate Resolution or Proof of Signing Authority**

A corporate resolution is a corporate action has been voted on at a meeting of the board of directors for a corporation. The resolution should list the authorized signee(s) for all official business purposes approved and documented in writing by the board of directors.

- **Notarized Ban the Box Affidavit**

The "Ban the Box" ordinance ensures equal and equitable access to job opportunities for individuals with prior convictions. The City of New Orleans supports this ordinance by removing obstacles that might prevent qualified applicants from attaining or retaining quality employment. For more information about this initiative, please visit [nola.gov](http://nola.gov)/chief administrative office / ban the box initiative.

- **Approved Tax Clearance Form**

This form is required for profit and nonprofit organizations to conduct business with the City of New Orleans, and may be obtained from City Hall, 1300 Perdido Street in the Bureau of Revenue Office (1<sup>st</sup> floor). This form must have been issued within the last thirty (30) days. [Tax Clearance Form](http://www.nola.gov/getattachment/Procurement/Forms/Tax-Clearance-2012.pdf) - <http://www.nola.gov/getattachment/Procurement/Forms/Tax-Clearance-2012.pdf>.

For more information or if you have any questions, please contact the Contracts Supervisor via phone at 504-658-3026.

**If accepted for Final Summer Camp Partnership Approval, all applicants will be required to submit:**

- Certificate of General Liability Insurance, including the City of New Orleans as an additional insured on the policy, within 7 business days of acceptance. **NO exceptions will be allowed.**
- Documentation demonstrating successful completion of the “Darkness to Light” training by all summer camp and/or service provider staff.
- Submission and approval of criminal background checks and resumes of all staff/volunteers.

## NORD CRIMINAL BACKGROUND SCREENING GUIDELINES

A person will be disqualified and prohibited from serving as a volunteer and/or employee for a NORD service provider partner if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, Nolle Prose, expungement, or dismissal.

- All sexual offenses (regardless of the amount of time since the offense)
  - Examples include but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
- All felony violence (regardless of the amount of time since the offense)
  - Examples include but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
- Any crimes involving children (regardless of the amount of time since the offense)
- All felony offenses within the past ten (10) years:
  - Examples include but are not limited to: drug offenses, gun offenses, theft, embezzlement, fraud
- Misdemeanor – Violent offenses within the past five (5) years:
  - Examples include but are not limited to: simple assault, battery, domestic violence (not involving children. If children were involved, lifetime ban), hit and run.
- Misdemeanor – Non-violent within the past three (3) years or multiple offenses in the past five (5) years:
  - Examples include but are not limited to: driving under the influence, simple drug possession, public intoxication, marijuana possession, possession of drug paraphernalia, theft if person is handling monies.

### **Pending cases**

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court may not be permitted to volunteer for/partner with NORD until the official adjudication of the case. Should any charges be uncovered or brought against the applicant during their time with NORD, the individual shall be suspended for service to NORD until such time as the charges have been cleared or dropped and they are reinstated by NORD. All summer camp staff and volunteers and/or service provider staff/volunteers are required to notify NORD of any charges that are brought against them during their time with NORD.

## 2021 SERVICE PROVIDER PARTNERSHIP TIMELINE

Date	Action Item
10/9/2020	Summer Camp Partnership Application Released
10/14/2020	Technical Assistance Workshop – VIA ZOOM 10am – 12pm  * Recorded TA workshop will be available on NORD website for viewing after Oct. 14 <sup>th</sup> .
11/06/2020	Summer Camp Partnership Application Submission Deadline
11/06/2020 – 11/10/2020	Verification of Applicant Eligibility
11/17/2020 – 11/24/2020	Applications Reviewed by External Review Committee
11/30/2020	Final Review Meeting with External Review Committee
December 18, 2020	Preliminary Recommendation Emails sent to Applicant Finalists
January 2021	Drafting of Summer Camp Partnership CEAs
January 27, 2021	Applicant Finalists Meeting
February 24, 2021	Draft CEA approval due back to NORD from partners

\*\* COVID-19 policies, procedures, requirements and operational guidelines for 2021 will be determined based on the City of New Orleans phase as of March 1, 2021 and will be distributed to partners at that time. \*\*

**APPLICATION DEMOGRAPHIC COVER PAGE**

**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_

Mailing Address (including City, State, Zip): \_\_\_\_\_

Website: \_\_\_\_\_

Service Provider Program Name (if different from organization name): \_\_\_\_\_

Type of Organization (*Please check all that apply*):

Federal Non-Profit (501c3)    Community Based    Faith Based    Other: \_\_\_\_\_

**BRIEF** description of summer camp **two (2) sentence MAXIMUM** to be used in 2021 NORD Summer Partnership brochure upon final approval as summer partner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRIMARY PROGRAM CONTACT INFORMATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**EXECUTIVE DIRECTOR/PRESIDENT/CEO CONTACT INFORMATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## SERVICE PROVIDER DESCRIPTION

**ORGANIZATION NAME:** \_\_\_\_\_

### **SERVICE PROVIDER PROGRAM DETAILS:**

Focus Area: \_\_\_\_\_

- Curriculum or Performance Based: \_\_\_\_\_
- Duration of session: \_\_\_\_\_
- Max number of participants per session: \_\_\_\_\_
- Proposed cost per session: \_\_\_\_\_
- Teen Capacity: \_\_\_\_\_
- Youth Capacity: \_\_\_\_\_
- Total number of camp(s) served per week: \_\_\_\_\_
- Max number of hour(s) per week: \_\_\_\_\_

**\* NORD Commission will determine cost of services based on market research and will use that information to allocate funding for services. \***

### **STAFFING**

Total Number of Staff: \_\_\_\_\_      Staff to Participant Ratio of Students: \_\_\_\_\_  
Total Number of Volunteers: \_\_\_\_\_

### **CAMP SPACE REQUIREMENT(S)**

Please indicate the indoor and outdoor space needed for operations:

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Gymnasium  | <input type="checkbox"/> Art Room          | <input type="checkbox"/> Outdoor green space |
| <input type="checkbox"/> Dance Room | <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Other: _____        |

## SERVICE PROVIDER APPLICATION NARRATIVE

*(Three (3) page maximum)*

1. Please provide a narrative overview of the proposed program including but not limited to the following required elements: *Be as detailed as possible within the page limit!*
  - Background information about the proposed program and list the staff providing the service, including date of initiation with brief description of relevant qualification expertise;
  - How long the proposed program has been serving the proposed targeted population? *(Resume(s) for program staff may be attached);*
  - Service Provider Description;
  - Which target populations and/or communities have been served by the proposed program;
  - Track record of working with youth and/or teens;
  - Proposed impact for youth and/or teens;
  - Bulleted list of the core goals of the proposed summer program;



- A description of how best practices have contributed to the proposed program being successful in the past (*if applicable*).

**\*\* Applicants should prepare for in person and virtual programming. Depending on where we are with COVID-19, NORD will make the decision on the type of programming offered during summer 2021.**

2. Please describe the current funding structure supporting the service provider and the financial sustainability plan for ensuring service provider operations for the duration of the summer camp period.

\_\_\_\_\_

3. Summer partners must have additional funding sources outside of NORD Commission funds prior to approval. Have grant funds or other contributions been identified for this proposed NORD teen career camp partnership?

Yes  No

If yes, please list the identified funding sources and indicate the current status of the funding: funded or projected/pending in the specified spaces on the attached Proposed Budget Form.

4. Complete and submit the Service Provider Partnership Proposed Budget form. This is a Microsoft Excel worksheet that will automatically total all entries. (*See attached*)

<b>REQUIRED ATTACHMENTS FOR SUMMER CAMP/SERVICE PROVIDER APPLICATION</b>
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- Illustrative descriptive outline or schedule for a typical week. (i.e. day of week, session start and end time, session topic and focus or brief activity description per day)
- Specific curriculum to be used and/or activities planned for the proposed program.
- Detailed evaluation plan, including but not limited to process and outcome measures for the proposed program and intended use of evaluation data.
- Resume of director proposed to work directly with youth/teen participants, demonstrating two (2) years of experience directing and/or managing youth programs. A college degree is preferred but not required.

**AGREEMENT SIGNATURE**

***Please print this page and obtain the appropriate signature. NOTE: This agreement page must be submitted with an original authorized signature for the application packet to be considered complete.***

**Please read and review carefully before signing.**

- I understand that submission of this application is for program consideration and does NOT guarantee that NORD will partner with my organization.
- I understand that as capacity allows, NORD will select programs aligned with the mission of the organization and deemed best to meet the needs of the community.
- I understand that if accepted as a Service Provider Partner, our organization will enter in a Cooperative Endeavor Agreement (CEA) with the City of New Orleans.
- I agree to provide all required documents according to the timeline provided.
- I understand that if selected for partnership, reimbursements are made contingent upon compliance and within 30 – 45 days from submission of all required documentation.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Organization**