



**Teen Career Camp
Partnership Application
*(June – August)***

City of New Orleans

Latoya Cantrell, Mayor

Larry Barabino, Jr., NORD CEO

Revised September 2020

TEEN CAREER CAMP 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.

TEEN CAREER CAMP REQUIREMENTS

This application is for organizations interested in providing teen career camp programming for City of New Orleans teens ages 13 – 15 years old. If an application is approved, the provider will be required to enter into a Cooperative Endeavor Agreement (CEA) with the City of New Orleans prior to programming implementation.

Teen career camp partners are expected to provide an employment/career readiness program that includes:

- Soft skills development (character development, communication, conflict resolution, etc.)
- Portfolio development (cover letter, resume, references, etc.)
- Technical skills development (typing, researching colleges/careers, financial literacy, etc.)
- Leadership skills development

The program must have career and/or entrepreneurship focus and may focus on a specific career such as culinary arts, cosmetology, STEM, theatre, etc.

Teen Career camps are required to:

- Provide summer camp services to teens ages 13-15 years old;
- Operate a minimum of six and one half (6 1/2) hours per day for six (6) weeks in duration at **NO COST** to the participants;
- Conduct weekly field trips for the duration of summer camp; (must be educational, leadership, college/career focus)
- Adhere to a 20:1 participant to staff ratio;
- Incorporate a career day, college day, weekly guest speakers from the work force, and a cover letter & resume writing workshop; and
- Follow a daily curriculum that includes the following:
 1. 1 hour – Character Development Curriculum
 2. 1 hour – Junior Achievement Curriculum
 3. 30 min. – Career Prep (mock interview, general career prep skills, resume and cover letter composition, job search skills)

NORD Teen Career Camp Partnership Funding Matrix
<ul style="list-style-type: none"> • All Teen Career Camps • Mandatory no cost to teen participants
\$45 per week per participant *

* Payment is subject to change based on the CDBG funding received by NORD in 2021.

TEEN CAREER CAMP 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.

TEEN CAREER CAMP PROGRAMMATIC EVALUATION CRITERIA

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

- Parent and Teen and Staff 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 program consideration and does NOT guarantee summer camp 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 - *Partners must submit a verified / confirmed source of additional funding prior to acceptance.*
- 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; 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.

PROGRAMMATIC REQUIREMENTS/EXPECTATIONS

Teen Career Camp Partners are required to meet the following requirements/expectations:

- Two (2) years of proven experience operating youth or teen programming, e.g.
 - Documented employment or volunteer hours with teen programs; and/or
 - Operation of a youth and/or teen camp;
- Staff resumes with proven experience working with teens;
- ALL onsite staff must complete a “Darkness to Light” training – (an online child abuse awareness training);

- At least two (2) onsite staff must possess CPR and First Aid certification from a nationally accredited provider; or one (1) if there is only one onsite staff member; and
- 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 one (1) of the following two (2) documents:

- Current Good Standing Certificate from Secretary of State with vendor name correct; **or**
- Authority to Transact Business in Louisiana.

To obtain copies of state forms, please contact the Louisiana Secretary of State at www.sos.la.gov

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

A corporate resolution is a document created and voted on at a meeting of the board of directors for a corporation or organization. The resolution should list the designated signee by name and title authorized to conduct official business on behalf of the business or organization.

- **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/chief administrative office / ban the box initiative](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 (1st 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 Teen Career 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.***
- Proof of registration in the City of New Orleans' BRASS supplier portal, a free online registration for all vendors wishing to do business with the City of New Orleans.
- Documentation demonstrating successful completion of the "Darkness to Light" training by ALL summer camp staff (printouts of certificate of completion).
- Submission and approval of criminal background checks, resumes, & roster of ALL staff/volunteers by the deadline given by NORD Commission. *(See page 6 for details regarding offenses and eligibility)*

NORD CRIMINAL BACKGROUND SCREENING GUIDELINES

A person will be disqualified and prohibited from serving as a volunteer and/or employee for a teen career camp partner of NORD 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 TEEN CAREER CAMP 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 th .
11/06/2020	Summer Camp Partnership Application Submission Deadline
11/06/2020 – 11/10/2020	Verification of Applicant Eligibility
11/9/2020 – 11/17/2020	Applications Reviewed by External Review Committee
11/18/2020	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: _____

Teen Career Camp 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 Camp brochure upon final approval as summer camp partner:

PRIMARY PROGRAM CONTACT INFORMATION

Name: _____

Title: _____

Phone Number: _____

Email address: _____

EXECUTIVE DIRECTOR/PRESIDENT/CEO CONTACT INFORMATION

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

TEEN CAREER CAMP DESCRIPTION

ORGANIZATION NAME: _____

TYPE OF TEEN CAREER CAMP

Teen (Ages 13-15)

Industry Focus Area: _____

Maximum Enrollment Capacity: _____

TEEN CAREER CAMP DURATION

** All Teen Career Camps are required to run June 7, 2021 through July 16, 2021. **

TEEN CAREER CAMP LOCATION

The application must include a signed agreement with a facility and list of two alternative sites within the same district to host programming in the event the first site becomes unavailable. All sites will be inspected by NORD Program Staff to determine suitability and capacity of the venue to host summer camp.

Name of Site	Street Address	Council District
Additional back-up locations should 1st location become unavailable.		

STAFFING

Total Number of Staff: _____

Staff to Participant Ratio of Students: _____

Total Number of Volunteers: _____

****Staff ratio must not fall below 1:20 for teens. Staff ratio must not fall below 1:5 for teens with special needs.***

TEEN CAREER CAMP APPLICATION NARRATIVE

(Three (3) page maximum)

ORGANIZATION NAME: _____

1. Please provide a narrative overview of the proposed program including but not limited to the following required elements.
 - 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*); and/or submitted to NORD prior to employment with the summer camp.
 - Teen Career Camp Description;
 - Which target populations and/or communities have been served by the proposed program;
 - Track record of working with youth and/or teens, highlighting specific approach with 13-15 year olds, if applicable;
 - Community need for the proposed summer camp partnership;
 - Bulleted list of the core goals of the proposed summer camp program;
 - The greatest strength of the proposed summer camp program; and
 - 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. Number of projected staff or volunteers: _____ Staff _____ Volunteers
3. Instructor/participant ratio: _____
4. Describe the training and orientation to be provided for the staff and/or volunteers prior to program implementation.

5. Will there be any collaborative partners included in the proposed program?
 - Yes No
 - If yes, please state the following:
Name of collaborative partner: _____
Intended Role(s)/responsibility(ies) of the collaborative partner: _____
6. Please describe the marketing promotion plan for the program, including but not limited to the recruitment of participants. _____

BUDGET/FUNDING INFORMATION

ORGANIZATION NAME: _____

7. Please describe the current funding structure supporting the proposed Teen Career Camp and the financial sustainability plan for ensuring teen career camp operations for the duration of the teen career camp period.
- _____
8. 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.
9. Complete and submit the Teen Career Camp Partnership Proposed Budget form. This is a Microsoft Excel worksheet that will automatically total all entries. (*see attached*) CDBG grants are reimbursement grants, which means you must submit ledgers and supportive documents for funds distributed

REQUIRED ATTACHMENTS FOR TEEN CAREER CAMP APPLICATION

- Illustrative, descriptive outline or chart of summer camp schedule for a typical week. (i.e. day of week, session start and end time, session topic, learning objectives or brief activity description per day)
- Detailed curriculum with weekly objectives, skills, learning outcomes and assessments.
- Detailed evaluation plan, including but not limited to process and outcome measures for the proposed program and intended use of evaluation data.
- List of all proposed field trips, including dates, locations, duration, and number of chaperones.
- Resume of camp director proposed to work directly with youth / teen participants, demonstrating two (2) years of experience directing and/or managing youth / teen programs. A college degree is preferred but not required.

AGREEMENT PAGE

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 Teen Career Camp Partner, our organization will enter in a Cooperative Endeavor Agreement (CEA) with the City of New Orleans.
- I understand that if selected for partnership, reimbursements are made contingent upon compliance and within 30-45 days of submission of all required documentation.
- I agree to provide all required documents according to the timeline provided.

Authorized Signature

Date

Printed Name

Title

Name of Organization