



NOLA YOUTH WORKS

SUMMER YOUTH EMPLOYMENT PROGRAM

City of New Orleans, Louisiana NOLA Youth Works Education and Careers Summer Programs

Overview

NOLA Youth Works provides quality summer experiences that build a pipeline to careers for local youth ages 14-21. Experiences focus on creating a career-ready workforce. Youth earn while they gain experiences that help them define and advance their career goals. Through deliberate program design, cross-sector collaborations and strategic incentives, the NOLA Youth Works 2018 program will host six (6) distinct program opportunities: Work and Learn, Signature, At-Risk Youth, Junior Camp Counselors, Traditional Employment, and Intern NOLA. These six (6) unique programs allow NOLA Youth Works to reach all youth at their varying levels of development.

Education and Careers Summer Programs

The City of New Orleans has allocated funding to provide summer employment experiences for youth 15 to 16 years of age that build a pipeline to careers. The dedicated funding will pay youth wages and program expenses. Service providers will facilitate programming that provides meaningful training and employment opportunities for the youth in New Orleans.

The City of New Orleans has engaged Total Community Action, Inc. (TCA) as fiduciary agent for the provider driven components of 2018 NOLA Youth Works Summer Youth Employment Programs (does not include providing wages or stipends to youth). TCA in coordination with the City of New Orleans, will select qualified youth providers to administer the Work and Learn, Signature, and At-Risk Youth programs. TCA will execute contracts with the providers, and shall ensure accurate and timely payment to selected providers. Descriptions of these programs are as follows:

Work and Learn Program - Various Community Partners provide a variety of programs. Most participants in the Work and Learn program receive grade-level specific instruction half of their day and spend the remaining time doing career exploration/ job-readiness and project-based learning.

Signature Program - Various Community Partners provide a variety of programs. Programs focus on niche industries (e.g. film or architecture). Participants are immersed in learning through projects, community service, presentations and field trips.



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At-Risk Youth - Young men and women ages 15 to 21, affected by the Criminal Justice system are given intensive mentoring, soft-skills training, and additional support to mediate their involvement in activities that could lead to further engagement with Law Enforcement. They are also given work experience and spend a portion of the program engaged in on the job training. These youth range from those with criminal records, to those who have been arrested but not convicted, as well as at risk youth that have dropped out of high school and were not engaged in any form of meaningful employment.

Priorities

Due to the quick timeline regarding the summer program, NOLA Youth Works is interested in quick-start projects that have an existing infrastructure that enhances the mission of NOLA Youth Works. In particular, priority will be given to proposals that:

- Focus on career exploration, pathways and work experience opportunities in high growth and high demand industry clusters (e.g. education, health care, green jobs, etc.)
- Focus on careers in the cultural industry
- Utilize summer to address critical academic deficiencies (literacy and numeracy)
- Include work readiness as an essential element in youth development
- Provide project-based learning opportunities
- Target adjudicated and pre-adjudicated youth

Program Expectations

Providers may be in the public, private, or non-profit sectors. The important factor is that providers/ supervisors are committed to helping youth receive the experience and training that are required to improve the work ethic of summer youth participants. High quality providers are defined by the following:

- Provide a properly supervised and safe experience that adheres to child labor laws, including adult to child ratios;
- Provide a work or career experience guided by a mentor or caring adult;
- Promote academic enrichment, acquisition of post-secondary and career readiness skills and prepare youth to be productive citizens; and
- Expose and prepare youth for careers in identified priority/growth industries



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The basic models for implementing these programs are **“Work and Learn”**
“Signature Programs” and **“At-Risk Youth.”**

A brief description of each model is listed below:

MODEL	Age Group	DESCRIPTION
Work & Learn	15-16	Work and learn projects offer a mixture of academic (literacy & numeracy) skill building, career exploration, and community based service learning projects. For these youth a combination of work-based and classroom based learning activities may be warranted to provide basic skills instruction, career and college exploration and life skills.
Signature Program	15-16	Signature Program projects offer targeted summer programs designed to address a specific sub-set of skills, a particular interest or demonstrated need, and offer community based service learning projects.
At-Risk Youth	15-21	Projects focused on addressing the needs of adjudicated youth, providing mentoring, soft skills training and additional cognitive behavior supports combined with participatory learning experiences.

Important Dates

Event	Date	Time
RFP Release Date	Monday, May 7, 2018	-
Information Session	Wednesday, May 9, 2018	2:00p.m-4:00p.m. Total Community Action, Inc. 1416 S. Jeff Davis Pkwy. NOLA
Application Due	Tuesday, May 22, 2018	No later than 4:00pm



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Application Review Period & Site Review	May 23, 2018-May 25, 2018	
Notification of Approval	Tuesday, May 29, 2018	
Program Dates	June 11, 2018 – July 13, 2018	

**2018 Education and Careers
Partnership Application**
3400 Tulane Ave., New Orleans, LA 70119
504-658-4529

Work and Learn Signature

1. Organization Profile

Organization Name:	
Contact Person (Name / Title):	
Organization Address:	
Phone:	Fax:
Email Address:	
Federal Tax ID#:	

2. Additional Company Information

List the Board of Directors and Officers in the organization including full name and title. Attach additional pages if needed.

Name	Title



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3. Organization Summary and Experience (25 points)

Provide a brief history of the organization and a description of the type of products or services provided including experience providing quality services to youth and in operating youth development programs. **(3,000 character max with spaces)**

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4. Project Summary (50 points)

Provide a description of the proposed project including project activities, skill acquisition, and projected academic outcomes for youth (Work & Learn), and career exploration components (Work & Learn/Signature). (Attach additional pages if needed.) **(4,000 character max with spaces)**

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5. Project Location(s) (Address including Zip Code)

Provide the name(s) and location(s) of project site(s) including zip code and square footage.
(Square footage should be not less than 35 square feet per participant)

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6. Project Schedule

# of Participants requested: _____	Days: _____	Time: AM _____	to _____	_ # of _____
Staff*: _____				

*The youth to staff ratio will be no greater than 13:1.

7. Project Budget* (25 points)

number of participants requested:	
max cost per participant (a): <i>(Up to \$415 per participant)</i>	



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aged funds cost per participant (b):	nt \$ _____ Source _____
Cost per participant (a +b):	

*This is not a cost-reimbursement grant.

8. Project Budget Form				
		to be charged to this grant	aged Funds Cost	Budget Total
	Administrative wages			
	Administrative fringe benefits			
	OTAL (add lines 1 +2)			
	m Staff/Trainers wages** (direct client intervention)			
	m Staff/Trainers fringe benefits			
	ties			
	ltants			
	participant materials and supplies			
	participant costs (itemize in Budget Narrative)			
	OTAL Participant Costs (add lines 4 through 9)			
	AL Project Cost (Line 3 + Line 10)			
	PER PARTICIPANT (Divide line 11 by the # of participants)			

9. Project Budget Narrative	
Briefly describe in each category listed below the use of budgeted line item(s) listed in the Project Budget Form above.	
Line 1	



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Line 2	
Line 3	
Line 4	
Line 5	
Line 6	
Line 7	
Line 8	
Line 9	
Line 10	
Line 11	
Line 12	

10. Project Budget Additional Information	
Contact Name & Phone#:	
Does the organization have an audit prepared or certified fiscal statements each fiscal or calendar year? If no, please explain.	

11. Additional Information	
1. What is your organization's legal structure? Private Non-Profit: <input type="checkbox"/> Private For-Profit: <input type="checkbox"/> Public Agency: <input type="checkbox"/> Non-Profit: <input type="checkbox"/>	
2. Have all staff obtained a clear national sex offender, drug test and background check? (Should be available at worksite upon request no more than 1 year old from program start date.) Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please explain)	
3. Have any legal actions been taken against you or the organization within the past 5 years? (If yes, please explain) Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Do you have a minimum of \$1 million in general liability and worker's compensation coverage? Yes <input type="checkbox"/> No <input type="checkbox"/>	



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12. Additional Information

- | |
|---|
| <input type="checkbox"/> Audit: Copy of the past year's Organization Audit, including the accompanying financial statements. |
| <input type="checkbox"/> Financial Statements: Copy of most recent financial statements. |
| <input type="checkbox"/> Statement of Good Standing: Copy of certification of good standing from the Louisiana Secretary of State. |
| <input type="checkbox"/> Insurance: Evidence of \$1,000,000 in general liability and workers compensation. |
| <input type="checkbox"/> Confirmation of Location: Evidence of worksite location for program duration. |

Employer Acknowledgement

NOLA Youth Works is intended to provide paid summer employment to youth who otherwise would not have opportunities to obtain meaningful, temporary employment during the summer months. The program is also intended to assist those persons with limited skills and work experience.

STANDARD FOR SUMMER EMPLOYMENT PARTICIPANTS

- NOLA Youth Works is a career development and employment activity. Participants will have completed pre-employment work readiness prior to being placed at a worksite.
- Length of the program shall not exceed 5 weeks.
- NOLA Youth Works participants shall not work more than 20 hours a week.
- Summer youth participants are paid a stipend by the NOLA Youth Works program.

I, the undersigned, declare that I am an authorized representative of _____
Name of Company

I certify that all information submitted is true to the best of my knowledge. I understand that submitting false information will result in the denial of my application for the NOLA YOUTH WORKS Summer Employment Program administered by TCA.

Print Name _____ Title _____

Signature _____ Date _____



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(4) Hard copies and (1) flash drive of the application shall be submitted no later than Tuesday, May 22, 2018 at 4:00PM (CST) to:

**Total Community Action
Attention: Thelma French
1420 South Jeff Davis Pkwy
New Orleans, LA 70125**

FOR OFFICE USE ONLY

Received By: _____ Date Received: _____