

Annex 4: Minimum Standards for NAZA-Funded Partners in 2026-2027

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.
14.	Key staff and program directors from each NAZA-funded program site are required to attend Partner meetings four times during the school year.

Minimum Operational and Safety Standards

	Standard
15.	At least one person with a current first aid certificate, including CPR, is always present.
16.	Staff and volunteers aged 18 and above have undergone thorough screening and background checks. High school volunteers have direct supervision.
17.	Staff have been provided with information on how to report any concerns related to child abuse or neglect.

The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
18.	There are no observable safety or health hazards in the program space.
19.	Emergency information on each youth is on file and accessible.
20.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
21.	Program space has adequate security in place.
22.	Staff know where youth are and what they are doing at all times.
23.	Drinking water is always readily available.
24.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
25.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
26.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.
27.	Policies in place providing formal child safety standards or adopt the NAZA Child Safeguarding Policy
28.	Organization has a written and established nondiscrimination policy

Minimum Content and Quality Standards

	Standard
29.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
30.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
31.	Program Directors and Site Managers are <u>required</u> to attend the following: • NAZA Essential Operations training • Introduction to Positive Youth Development (PYD) training (annually) • At least two trainings on Growth Practices. • Responsible Use of Data located in a virtual portal. • Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA) • Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

32.	Front-line and Part-time staff are <u>required</u> to attend the following trainings: • Essential Operations training (only topics labeled and related to front-line and part-time staff) • Positive Youth Development (new staff and staff who have not completed this requirement). • Two (2) trainings on Growth Practices • Responsible Use of Data located in a virtual portal.

Minimum Financial Standards

	Standard
33.	Submit required invoices on designated due dates, following the approval of expenditure report. Total grant reward will be disbursed in four equal instalments of 25%. (3 advance payments and 1 final reimbursement)
34.	Present quarterly expenditure report with general ledgers at designated due dates. If applicable, provide additional financial documents to support expenses, such as, invoices, receipts, etc.
35.	Formally request budget revision if line item exceeds 10% of the allotted budget amount.

Minimum Required Document Standards

	Standard
36.	Federally recognized IRS 501(c)(3) or 501(c)(6) designation (Public Entity Not Applicable)
37.	Maintain registration with TN Secretary of State Charitable Solicitations Office indicating the agency is currently duly registered to solicit public funds in Tennessee as of the date of the application
38.	Proof of continuous TN Secretary of State registration of identification number as a charitable organization