

Eligible applications processed	Payment per Complete Applicant	Payment per Enrollment	Incentive per for application and enrollment before 4/29/2022
0-15	\$200	\$100	\$25
16-30	\$250	\$125	\$25

Who can apply?

Organizations located in Lancaster and Saunders County that are equipped with computers and/or mobile devices and have the space and staff to help larger groups of youth are encouraged to apply. Preference will be given to organizations that have complimentary services to young people who are not attending school, and are basic-skills deficient, unemployed or underemployed. Other targeted populations include homeless out of school youth, aging out of foster care, pregnant and parenting out of school youth, and justice involved out of school youth. Preference will also be given to organizations that are located in close proximity to public transportation. These may include non-profits, schools, libraries, government offices and other types of organizations that meet the application criteria.

Special consideration will be given to applicants with locations or mobile sites in underserved neighborhoods in Lancaster and Saunders Counties and the City of Lincoln. We want to continue serving the communities that we have historically served.

How to Apply

Applications must be submitted by ~~04/12~~^{04/11}th, 2022 at 5:00 PM. Late or incomplete applications will not be considered. Emails should have the subject line “[Organization name] OSY Partner Application.” Applications should contain the following information:

1. **Completed Cover Sheet and Organizational Profile** – see Appendix A
2. **Description of Outreach Strategy** – *Maximum 2 Pages*
 - Please outline how you are planning to promote the program and to drive eligible youth to your application support site and to the online application. Please indicate if you have an existing base of youth attached to your organization and the number of youth you anticipate being able to engage. Please indicate on a weekly basis how many youth you anticipate referring between project start and June 30, 2022. Strong applicants will also list any committed partners that will assist with the application process.
 - Specify your schedule for walk-in, appointment and virtual availability. This may be a draft that you can confirm later if selected for a contract.
 - Describe your proactive outreach strategy to reach youth where they are through events or partners.
 - Describe your methods for following up with applicants.

Timeline: Please note that the training and application dates are tentative.

Release of RFP: 02/24/2022
 Application Due Date: 04/12/2022
 Selection of Outreach Partners:
 04/19/2022

//// Mandatory training of Outreach Partners: 04/22/2022
Application Open Dates: 02/24/2022
Expected Start Date for Outreach Partners: 04/26/2022
Expected Review date for possible extension: June 1, 2022.

Review and Selection Process

The DWFS Review Committee will score applications based on geography, description of outreach strategy, past performance as an Outreach Partner (if applicable) and reach with youth. The number of applications selected will depend on the availability of funding.

DWFS will require selected entity to provide all mandatory documents as required through RFP processes in the future.

Final award will be contingent upon:

- Successful negotiation of a contract, which shall include terms and conditions that are usual and customary as determined by DWFS its sole discretion.
- Acceptance by the proposer of the contract terms and conditions.
- Satisfactory verification of past performance and systems (e.g., financial), where applicable.
- Availability of funding.
- Complete and timely submittal of necessary application documents, as requested by DWFS.

Submission

All vendors interested in submitting a response to this Application to provide services must notify DWFS of its intent to respond via email to Amber Knapp, aknapp@dwfs.us, by 5:00 p.m. CST on April 12, 2022.

Bidders must submit one electronic copy of the response to this application by the due date indicated to Amber Knapp, Project Director, at DWFS, to the email address above.

Responses must include the following components and meet identified page requirements.

1. Request for Application Cover Sheet (Appendix A page 1)
2. Completion of OSY Outreach Partner 2022 Organizational Profile (Appendix A page 2)

APPENDIX A
Request for Applications Cover Sheet

Lead Applicant: _____

A. Contact Information

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Fiscal Contact Person: _____

Phone: _____ Email: _____

Executive Director: _____

Phone: _____ Email: _____

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution

Federal Employer Identification Number (FEIN): _____

Please provide your current [DUNS Number](#): _____

Please provide your current [CAGE Code](#): _____

C. Requirements / Documents *(applications submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).*

- Registration in the [System for Award Management](#)(SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9

D. Additional Requirements

- Agree to Use DWFS's protocol for invoicing and reports.
- By submitting your application you certify that you are compliant with the following [WI state integrity policy](#). If you are not, please submit along with your application a written explanation of why such certification cannot be made

OSY Outreach Partner2022 Organizational Profile

A. Contact Information

Organization Name: _____

Web site Link: _____

Principal Contact Person : _____

Phone : _____ Email : _____

Has your organization served as a OSY Outreach Partner before? Yes: No:

B. Organizational Overview and Capability

Please provide your mission statement and how it closely links to the work sought after by this application:

Provide your organization’s experience working with youth ages 18-24:

Proposed Location of Outreach Partner Support: (If proposing multiple sites, please list each separately)

Address: _____

City: Click here to enter text. Zip Code:

Resources that will be available to youth at this location during the application period:

Number of rooms: Number of computers/tablets: Number of staff:

Number of youth that can be assisted at full capacity on any given day:

By signing below, my organization commits to:

- A regular, consistent schedule of weekly walk-in hours and/or events throughout the application period.
- A combination of weekday, weekend, daylight and evening hours to ensure that young people with a variety of schedules are able to receive support.
- Accurately communicating WIOA youth program services and benefits and ability to identify and share eligibility criteria with youth and their families if needed.

- A strategy for following up with young people that have begun applications or have completed applications but have not been enrolled (in order to earn payment for enrollment), some examples include a home visit, phone calls, follow up appointments, etc.
- Conducting outreach in alignment with the most current guidance from the Nebraska Department of Labor, and Greater Lincoln Workforce Development Board, if applicable.
- Attend the training for Application Support Centers on 04/04/2022.
- Submitting invoices to DWFS by the 5th of the following month for Net 30 payment.

Signed:

Printed Name

Title

Date