



Application to Partner for WIOA Youth Leadership Development, Adult Mentoring and Tutoring Services

**Applications Due:
Friday, June 14, 2024
4:00 P.M. CDT**

Johnson County Workforce Center
Attn: Erich Ulmer, Project Director
8535 Bluejacket Street
Lenexa, KS 66214

**Application Release Date:
May 20, 2024**

Equal Employment Opportunity Statement

Dynamic Workforce Solutions is committed to providing an environment that is free from unlawful discrimination and harassment in any form. It is our policy to comply with all applicable laws that provide equal opportunity in employment for all persons and to prohibit all unlawful discrimination. Services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact (262) 544-4971. Callers who are deaf or hearing or speech-impaired may reach us at Kansas Relay Number 711.

We will not discriminate against employees, applicants for employment or participants on any legally recognized basis ["protected class"] including, but not limited to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniformed service member status, or any other protected class under federal, state, or local law. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Who We Are

The Kaiser Group (DE), LLC dba Dynamic Workforce Solutions (DWFS) provides services to young people within your community by receiving funds from Workforce Partnership of Johnson, Leavenworth or Wyandotte Counties. We offer a comprehensive array of WIOA services to assist young adults facing barriers to employment and career success. Services prepare youth to succeed in post-secondary education and career pursuits through workforce preparation and pre-apprenticeship activities, basic skills remediation and enhancement, and attainment of secondary school diplomas and advanced training credentials.

... but, we cannot do this alone!

Purpose

DWFS is seeking a community-based organization(s) to complement and support our efforts in the provision of Leadership Development, Adult Mentoring and Tutoring services for young adults participating in youth workforce services offered through Workforce Partnership, serving Johnson, Leavenworth and Wyandotte Counties in Kansas. Primary emphasis for our services is on Out-of-School Youth (see below for definitions of in-school and out-of-school youth).

Applicants for this opportunity must demonstrate the organizational and staff capacity, experience and qualifications to deliver the following set of services in a comprehensive and seamless fashion:

Leadership Development, Adult Mentoring and Tutoring

Applicants must:

- 1) Be located in Johnson, Leavenworth or Wyandotte County Kansas and possess demonstrable capacity and experience in serving young adults residing in Kansas City, Kansas/Wyandotte County;
- 2) Be generally familiar with the Workforce Innovation and Opportunity Act (“WIOA”) and other youth-oriented workforce development programs and requirements;
- 3) Be able to provide services at designated locations, as directed by DWFS personnel, which may include any combination of the following:
 - a. 626 Minnesota Avenue, Kansas City, Kansas 66216 (Primary)
 - b. 1718/1720 Birch Street, Kansas City, Kansas 66102 (Secondary)
- 4) Commit to and provide the specific set of program services requested herein, and the qualified staffing for such, on a recurring and consistent basis, daily and weekly;
- 5) Vet qualified and trained mentors or other professionals that align with youth’s career goals. Background check outcomes must be available to DWFS for review prior to placement with DWFS Youth customer;
- 6) Have the ability to deliver all three service types: Leadership Development, Adult Mentoring and Tutoring services for young adults;
- 7) Deliver services in a variety of modes, such as staff-assisted services that are self-directed by participants, and/or staff-facilitated and staff-led, which may occur in a computer lab or learning lab, a small classroom, or a conference room.

School Status Definitions:

'Out-of-School'

- Age 16 to 24, AND one or more of the following:
 - School dropout
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner
 - Subject to the juvenile or adult justice system
 - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6)), a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477, Social Security Act (42 U.S.C. 677), or in an out-of-home placement
 - Pregnant or parenting
 - An individual with a disability
 - Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

'In-School'

- Age 16 to 21, AND
- Low-Income, AND one or more of the following:
 - Basic skills deficient (Reading and/or Mathematics)
 - English language learner
 - An offender
 - Homeless, a runaway, in foster care or has aged out of the foster care system
 - Pregnant or parenting
 - Disabled
 - Requires additional assistance to enter or complete an educational program or to secure or hold employment

Service Definitions:

Leadership Development – includes activities that encourage responsibility, confidence, employability, self-determination, and other prosocial behaviors, and may involve community service projects and peer-centered activities.

Mentoring – mentoring by an adult with individual youth during program participation and following exit from the program, lasting at least 12 months. Mentoring services include structured activities offering guidance, support, and encouragement to develop the competence and character of individual mentee.

Tutoring – includes individual study skills training and instruction to support completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities), and/or for a recognized postsecondary credential.

Budget

The maximum anticipated amount available is \$55,000 to be expended between August 1, 2024, and July 31, 2025.

Application Procedure

The application period opens Monday, May 20, 2024. Applications are due no later than Friday, June 14, 2024, at 4:00PM CDT. Awardees must begin serving youth program participants on August 1, 2024.

Application Assistance

DWFS will provide general and technical answers and support to applicants concerning this application process. We will provide general instructions and direction and technical clarifications as may be necessary.

Who can apply?

Organizations located in Johnson, Leavenworth or Wyandotte County are encouraged to apply. Those with demonstrable experience serving young adults who dropped-out of high school or that are otherwise not attending any school, and are basic-skills deficient, unemployed or underemployed are high priority applicants. Other targeted populations include homeless out of school youth, those aging out of foster care, pregnant and parenting youth, and justice-involved youth. These may include non-profits, schools, libraries, government offices and other types of organizations that meet the application criteria.

Special consideration and preference will be given to applicants with experience serving residents in neighborhoods and communities in Kansas City, Kansas/Wyandotte County.

Organizational Qualifications

Applicants must demonstrate the ability and capacity to perform the services sought herein and under any eventual contract for services that may result from this process. This capacity encompasses staffing levels and staff credentials, program design, organization fiscal stability, and a documented history of fiscal integrity. Any applicant that is awarded a contract must establish and maintain a financial management system that provides adequate controls over funds and other assets, ensures the accuracy of financial and performance data, provides for operational efficiency and internal controls to avoid conflict-of-interest situations, prevents irregular transactions or activities, and follows generally accepted accounting principles.

An applicant's financial management procedures and system must meet the following standards:

- The awarded entity's reporting procedures shall provide accurate, current, and complete disclosure of the financial results of the awarded contract in accordance with applicable accrual reporting requirements;
- The awarded entity shall maintain records that adequately identify the source and application of funds related contracted activities and services. The service provider shall ensure records assemble information concerning contract reimbursement requests, amounts and authorizations, obligations, un-obligated balances, assets, liabilities, outlays, and income into a balance sheet for internal control purposes. Records are to be maintained specific to the contract period. Service providers are required to retain records for three (3) years and DWFS

must, in consultation with Workforce Partnership, provide written permission prior to the destruction of any records.

OF SPECIAL NOTE: Any contract resulting from this call for applications will pay on a *cost-reimbursement basis, as funds are available*. Thus any qualified applicant with whom we contract *must demonstrate the ability to finance/fund in advance their ongoing operations and delivery of services to participants, without financial hardship*.

How to Apply

Applications must be submitted by Friday, June 14, 2024, no later than 4:00 PM CDT. **Late or incomplete applications will not be considered**. Emails should have the subject line “[Organization Name] Application to Partner for Leadership Development, Adult Mentoring and Tutoring” Applications must consist of the following:

1. **Completed Cover Sheet and Organizational Profile** – see Appendix A
2. **Description of Organizational History and Capacities** – *Maximum 2 Pages*
3. **Description of Service Menu** – *Maximum 2 Pages*
 - Outline activities and services that align with those requested in this call for applications
 - Describe your experience providing services sought
 - Outline your service delivery plans and strategies
 - Outline a proposed daily weekly schedule of activities and services
4. **Budget with Budget Narrative**

Timeline

Please note that the training and application dates are subject to change:

- Request for Applications is Released: **05/20/2024**
- E-Mail Expressing Intent to Apply Due Date: **05/31/2024**
- Application Due Date: **06/14/2024**
- Expected Start Date: **08/01/2024**
- Expected Review date for possible extension: **06/30/2025**

Review and Selection Process

The DWFS Review Committee will score applications based on geography, description of service delivery experience and strategies, past performance in a similar endeavor(s) (if applicable), and existing engagement or attachment to youth program participants in the local geographic area that are likely to be eligible and served. The number of applicants selected depends on costs relative to available funding.

Final award is contingent upon:

- Successful negotiation of a contract, which shall include terms and conditions that are usual and customary as determined by DWFS at its sole discretion.
- Acceptance by the selected organization(s) of the contract terms and conditions.
- Satisfactory verification of past performance and the demonstrable existence of organizational capacity and systems (e.g., financial) necessary to successfully deliver services sought.
- Continued availability of funding.
- Complete and timely submission of all necessary application documents, as detailed herein or otherwise requested by DWFS.

Payments

To receive payments for services rendered, organizations must submit an itemized invoice monthly that reflects the specific activities and services provided for the month being billed, to include explanations for any unplanned variances or service interruptions. Invoices must include dates and times and brief descriptions of activities for the youth served. DWFS will review the invoice and supporting documentation to ensure sufficient detail and accuracy are present. DWFS will pay invoices on 'Net 30' terms from the date the invoice was received, assuming timely submission, and absent any questions or discrepancies or need for corrections.

Application Submission

All entities interested in submitting a response to this Request for Applications must notify DWFS of its intent to apply by sending an email to Erich Ulmer, Project Director, at eulmer@dwfs.us, by 5:00 p.m. CDT, Friday, May 31, 2024.

Applicants must submit one electronic copy of their formal response to this Request for Applications by the due date indicated to Erich Ulmer, Project Director, at the email address noted above.

Responses must include the following components and satisfy specified page requirements or limitations:

1. Request for Application Cover Sheet (Appendix A page 1)
2. Completed Organizational Profile (Appendix A page 2)
3. Signed Statement of Commitment (Appendix A page 3)
4. Budget with Budget Narrative

APPENDIX A
Cover Sheet

A. Contact Information

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Fiscal Contact Person: _____

Phone: _____ Email: _____

Executive Director: _____

Phone: _____ Email: _____

Organization Website: _____

B. Legal Information

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

Federal Employer Identification Number (FEIN): _____

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

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 a given application, if any, in addition to the lead applicant.*

- Registration in the [System for Award Management](#)(SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- IRS Form W-9

D. Additional Requirements

- Agreement to utilize and abide by DWFS requirements and protocols for invoicing and activity reports.
- Verification of active and good standing business certification with the Kansas Office of the Secretary of State. If registration with the Kansas Secretary of State is not applicable to your organization, please submit a written explanation for exemption from such requirements.

E. Organizational Profile – Overview and Capacity

Please provide your agency mission statement and purpose, and how it aligns with the services sought in this application:

Provide your organization's capacity and experience working with youth ages 16 to 24 in providing the services sought herein:

Description of Services/Service Menu, to include (2 pages maximum):

- Outline activities and services that align with those requested in this call for applications.
- Describe your experience providing services sought
- Outline your service delivery plans and strategies
- Outline a proposed daily weekly schedule of activities and services

By signing below, my organization commits to:

- Establishing and maintaining a regular and consistent schedule of weekly activities that aligns with and complements other ongoing youth programming, during the timeframe and at the location(s) designated by DWFS personnel.
- Providing trained staff and adequate staffing levels necessary to deliver the leadership development, mentoring and tutoring services described above.
- Maintaining open, regular and recurring communication with DWFS personnel regarding participant statuses and progress.
- Submitting ongoing activity reports and summaries with invoices to the DWFS Project Director by the 7th of the month following the end of the prior month being billed, enabling compliance with Net 30 payment terms.

Signed:

Printed Name

Title

Date