**City of Minneapolis Employment and Training**

**Step Up Application**

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| *Please complete this cover page and attach it to your application.* | |
| **RFQ REQUIREMENTS: Must be able to reply “yes” to all red boxes.** | |
| **Applicant Agency:**  **□ Yes, this agency is on the Eligible Provider list for 2021-2025 and has applied for Event #3529 Creation of Eligible Provider List 2026-2028 – REQUIRED.**  Please use the legal name and full address. This is the fiscal agent with whom the project agreement will be executed. | **Contact Name and Address:**  (If different from the APPLICANT AGENCY) |
| **Agency Name:**  **Director Name:**  **Telephone:**  **Email:** | **Contact Name:**  **Title:**  **Telephone:**  **Email:** |
| **Address:** | **Address:** |
| **Federal Tax ID:**  **(required)** | **Minnesota Tax ID:**  **(required)** |
| **Unique Entity ID (UEI\*) Number: (required)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *\*For more information on how to obtain an UEI number, please watch the video, “How to get a Unique Entity ID” that can be found on this page* [*https://sam.gov/content/home*](https://sam.gov/content/home) | |

*I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.*

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| **Authorized Signature** | **Title** | **Date** |

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**Organization History, Relevant Experience and Capacity (25 points total)**

1. Describe your organization’s qualifications and relevant experience in delivering youth employment and training services within the past five years. What makes your organization stand out in providing these services? (9 points)
2. Describe specific results that detail your organization’s success in youth support and development including methods and success in assisting youth with more challenging barriers to employment. Share quantitative data that demonstrate outcomes for youth services provided by your agency. (8 points)
3. Provide a detailed description of your organization’s capacity to deliver services outlined in the scope of work. Describe how your organization can expand and adjust to serve the number of youth during the program cycle. (8 points)

**Staff Expertise (20 points)**

1. Provide brief job descriptions and qualifications for current staff or staff that will be hired to fill any newly created positions for this project. What is or will be their experience? How do you plan to recruit new staff for this position and/or retain staff that will be working on this program? Briefly describe hiring process for your organization. (10 points)
2. Describe your organization’s ability to support youth with barriers to employment including non-native English speakers. (5 points)
3. Describe your staff’s experience in student recruitment, training, job recruitment, and youth development and support. (5 points)

**Partnerships and Leverage (5 points)**

1. Describe partnerships and/or collaboration your organization has with educational or training institutions, employers and other Minneapolis non-profit, neighborhood and/or community organizations. (5 points)