

MEMORANDUM

TO: Interested Tech Hire Partners

FROM: Mayor's Office of Workforce Development, City of New York

DATE: December 18, 2015

SUBJECT: **H-1B TechHire Partnership Grants Opportunity**

In March 2015, President Obama announced the launch of the administration's TechHire initiative, and in parallel, committed \$100 million to expanding accelerated tech trainings across the country. Last month, the U.S. Department of Labor released the application and guidelines for the \$100 million in H-1B funds, including at least \$50 million dedicated to supporting young Americans, aged 17-29, with barriers to employment.

New York City has long been a national leader in technology workforce development and is well positioned to leverage these federal investments to accelerate and expand opportunities for all New Yorkers. With dozens of providers, partners, and potential opportunities, we expect a diversity of applications and ideas to emerge.

As stipulated in the grant, the Workforce Development Board will represent the City's workforce investment system for New York City-based applications, one of three key partners required for all submissions.

To facilitate this process and ensure highest quality outcomes for the City, we have put forth the following guidelines for all New York City-based applications. In order to be considered for official support from the Workforce Development Board, we request that you submit a pre-proposal with the following information for consideration by **Friday, January 15, 2016**.

We thank you for your commitment to this work and look forward to reviewing your proposal. We will return to you a decision on partnership by **January 22, 2016**.

H-1B TECHHIRE PARTNERSHIP GRANT PRE-PROPOSAL

- I. **Deadline:** Please submit the below to cneale@wkdev.nyc.gov by **5pm EST on Friday, January 15, 2016**.

- II. **Contact:** Chris Neale, Mayor's Office of Workforce Development, cneale@wkdev.nyc.gov

- III. **Overview:** For details on the grant application and submission guidelines, see the Fact Sheet here: <http://www.dol.gov/sec/media/reports/H-1BTechHireFactSheet.pdf>, and full TechHire grant opportunity here: <https://www.doleta.gov/grants/pdf/FOA-ETA-16-01.pdf> .

All pre-proposals must adhere to the requirements outlined in the USDOL grant request.

- IV. **Pre-proposal contents:** All submissions must adequately address the below and are not to exceed two pages.
1. Summary of your proposal, including:
 - Overview of proposed activity
 - Target population
 - Estimated budget and number of people served, in line with FOA requirements (summary p. 16)
 - Targeted occupations, industry
 - Demonstration that these occupations are in-demand and fall within permissible industries as outlined in FOA (Appendix F)
 - Plan for training, including: training type (as defined in section I.C.), overview of curriculum, total length of training, number of hours
 - Plan for supportive services
 - Proposed outcomes, in line with FOA requirements, including plan for job placement
 - Proposed partnership structure, including clearly identified lead applicant and plan for employer engagement
 - Plan for securing “leveraged resources” equal to >25% of total request funds to support grant activities
 2. Demonstrate ability to successfully execute on training, via inclusion of:
 - Outcomes from previous trainings (can be sent as attachment), including:
 - Number of similar trainings run within past two years
 - Number of people who began and completed each training
 - Number of people who obtained jobs within 3 and 6 months of each training
 - List of starting position titles, employers, and salaries
 - Staffing plan for executing grant
 3. Clear identification of any areas where you anticipate needing support and partnership; including referrals from, collection of data, or supportive service integration, with the Workforce Development system (inclusive of WIOA and city funded programs).