

New York City Workforce Investment Board
Submission Requirements for a Letter of Support
Health Profession Opportunity Grant to Serve TANF Recipients and Other Low-Income Individuals
Funding Opportunity Number (FON) HHS-2010-ACF-OFA-FX-0126

On June 21, 2010, the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA) announced a [funding opportunity](#) seeking to facilitate demonstration projects that support the establishment and maintenance of training, education, and career advancement programs to address health care professions workforce needs. The funding opportunity will support demonstration projects that are designed to provide eligible individuals with the opportunity to obtain education and training for occupations in the health care field that pay well and are expected to either experience labor shortages or be in high demand. Individuals who are eligible to participate in funded programs are those receiving assistance under a State TANF (Temporary Assistance for Needy Families) program and other low-income individuals. **Eligible applicants must submit completed proposals no later than 5:00 PM ET on August 5, 2010.** In order to appropriately inform the WIB consideration to support proposals, please submit the materials requested directly below for WIB review, no later than **Thursday, July 22th by 5:00 PM.**

Applicant Eligibility

- Eligible applicants under this solicitation are limited to the following:
 - States
 - Local Workforce Investment Boards, as established under the Workforce Investment Act of 1998
 - Institutions of higher education as given the term in Sec. 101 of the Higher Education Act of 1965(HEA)
 - A sponsor or an apprenticeship program registered under the National Apprenticeship Act
 - Community-based organizations, as defined in section III of the [solicitation](#), including faith-based organizations that meet eligibility requirements
 - Indian tribes and tribal organizations as determined by the Indian Self-Determination and Educational Assistance Act, and
 - Tribal colleges and universities as defined under Sec. 316(b) of the HEA

For the purposes of this announcement, ACF defines "community-based organizations" as private, non-profit organizations that are representative of the communities, or significant segments of the communities, in which the proposed health professions education and training project is located.

Required Submission Materials:

- Executive Summary of the anticipated proposal, adhering to the following guidelines:
 - Parameters: 4-page maximum; single-spaced; size 12pt. font; 1-inch margins
 - Demonstration of applicant eligibility based on the criteria outlined above
 - A brief synopsis of the predetermined criteria components for [FON HHS-2010-ACF-OFA-FX-0126](#), including:
 - NYC WIB: expected role; and if funded partner: requested funding purpose, amount, and breakdown
 - One-Stop System: expected role of Workforce1 Career Centers; and if funded partner: requested funding purpose, amount, and breakdown

Recommendation Regarding Applicant's Proposed Scope of Services:

- Please identify the range of activities proposed for implementation. ACF is encouraging applicants to use program models with previous success in serving the target populations, especially those with strong program evaluations showing positive impacts on participants. It is strongly recommended that projects include activities aimed at leading program participants to employment and incorporate education and training activities that:
 - Address skills and competencies demanded by the healthcare industry targeted through the solicitation
 - Support participants' advancement along a defined career pathway or that involve developing such pathways where they do not currently exist
 - Result in an employer- or industry-recognized certificate or degree during the period of performance
 - Take place at times and locations that are convenient and easily accessible for the targeted populations, or take steps to alleviate inconveniences or barriers to accessibility, and
 - Integrate education and training activities with supportive services necessary to help participants overcome barriers to participation

Additional Information:

- Please advise if you are included as a partner organization on any other related proposals. Identify the lead and briefly explain the scope of proposal. (1-2 sentences)
- Please provide contact information for the appropriate individual that can provide additional information about the proposal if needed: name, title, organization, address, phone number and email address.

Questions and Required Materials may be submitted to Cesar Cardenas at ccardenas@sbs.nyc.gov and (212) 513-6422.