

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
AMERICAN RECOVERY AND REINVESTMENT ACT BROWNFIELDS JOB
TRAINING GRANTS**

The United States Environmental Protection Agency (EPA) released a Request for Applications (RFA) for a Brownfields Job Training Grants funded through the American Recovery and Reinvestment Act (ARRA).

http://www.epa.gov/brownfields/grant_guidelines/final_arra_jt_guidelines.pdf **Eligible applicants must submit a completed proposal to EPA no later than April 20, 2009.**

REQUIREMENTS FOR WIB CONSIDERATION:

In order to appropriately inform the WIB consideration to support proposals, please submit an Executive Summary of your proposal for WIB review, no later than April 6, 2009 by 5:00 PM. **Executive Summaries received after April 6th WILL NOT be considered.**

The Executive Summary of the anticipated proposal must include the following:

- A paragraph relating to each of the below six components of the required in the RFA outlined on pgs. 13-15, detailing the key aspects of each component of your grant proposal, including:
 - Recovery Act Effect
 - Program Objectives
 - Anticipated Outcomes and Outputs
 - Programmatic Capability
 - Community Involvement & Employer Relationships
 - Community Need

The above documents may be submitted electronically to Stephanie Martinez at smartinez@sbs.nyc.gov or,

May be mailed to:

Stephanie Martinez
NYC Workforce Investment Board
110 William Street, 8th Fl
New York, New York 10038

Please provide contact information for the appropriate individual that can provide additional information about proposal if needed: name, title, organization, address, phone number and email address.