

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
DISCONNECTED YOUTH TRAINING: BID NUMBER: 46-Q**

On July 20, 2009, the New York State Department of Labor (NYSDOL) released a Request for Proposals (RFP) for projects targeting Disconnected Youth Training (referred to herein as the “2009 Disconnected Youth Training RFP”). (<http://www.labor.state.ny.us/workforcenypartners/fundingopps/RFP46-Q.pdf>). **Eligible applicants must submit a completed proposal to NYSDOL no later than 4:00 PM Eastern Time on August 20, 2009.**

REQUIREMENTS FOR WIB CONSIDERATION:

In order to appropriately inform the WIB consideration to support proposals, please submit a Project Abstract for WIB review, no later than August 6, 2009 by 5:00 PM. **Project Abstracts received after August 6th WILL NOT be considered.**

Abstract Parameters: 4 page maximum; single-spaced; size 12pt. font; 1-inch margins

The Project Abstract of the anticipated proposal must include the following:

- Description of the proposed project that speaks to each of the five criteria outlined in the Executive Summary description in Attachment 12, p. 1 of the 2009 Disconnected Youth Training RFP: (i) Need to be Addressed, (ii) Participant Group, (iii) Number of Participants Served, (iv) Funding Request and (v) Project Timeline.
- A paragraph that articulates the key aspects of your grant proposal as it relates to each of the additional five program merit “Technical Evaluation” criteria outlined on pp. 14-15 of the 2009 Disconnected Youth Training RFP.
 - Organizational Experience and Qualifications
 - Required Program Elements
 - Priorities
 - Target Groups
 - Program elements
 - Incentives/Stipends
 - Sectors
 - Other (Green Component, Collaboration/Leveraging Resources, Environmental Justice)
 - Wrap Around Services
 - Outcomes
- A brief synopsis of your budget narrative as described in pp. 10 -13 of the 2009 Disconnected Youth Training RFP. Please include information regarding the proposed cost per participant.
- Explanation of the connection, if any, with WIA funded programs such as the Department of Small Business Services operated Workforce1 Career Center system, or programs operated by the Department of Youth and Community Development, Summer Youth Employment, In School Youth or Out of School Youth.

The Executive Summary may be submitted electronically to Melinda Mulawka Mack at mmulawka@sbs.nyc.gov or,

May be mailed to:

Melinda Mulawka Mack
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.