

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
ENERGY TRAINING PARTNERSHIP GRANTS
Funding Opportunity # SGA/DFA PY-08-18**

On June 24, 2009, the United State Department of Labor (“USDOL”) released a Solicitation for Grant Applications for projects offering training and placement services in the energy efficiency (“EE”) and renewable energy (“RE”) industries for workers impacted by national energy and environment al policy, individuals in need of updated training related to the EE and RE industries, and unemployed workers (referred to herein as the “Energy Training Partnership SGA”) funded through the American Recovery and Reinvestment Act (ARRA). (<http://www.doleta.gov/grants/pdf/SGA-DFA-PY-08-18.pdf>) **Eligible applicants must submit a completed proposal to USDOL no later than 4:00 PM Eastern Time on September 4, 2009.**

In order to appropriately inform the WIB consideration to support proposals, please submit the materials requested directly below for WIB review, no later than August 21, 2009 by 5:00 PM. Based on USDOL guidelines, applicants applying to the WIB for a letter of support for this grant opportunity cannot apply to the WIB for a letter of support for UDSOL’s Pathways out of Poverty Grants. **Executive Summaries received after August 21st WILL NOT be considered.**

REQUIREMENTS FOR WIB CONSIDERATION: For quality assurance purposes, the WIB will only consider solicitations from qualified applicants who meet the following basic criteria:

Applicant Eligibility:

- National Labor-Management Organizations (non-profit entities such as a training fund, training trust fund, or an education trust fund) with joint participation of employers and labor organizations in its executive board and formalized networks of: (a) local employers and (b) local labor organizations to operate a joint labor management program in multiple sites across the country
- Statewide and Local Entities: local or Statewide non-profits with a joint partnership of (a) labor organizations, (b) employers or industry organizations and (c) Workforce Investment Boards and One Stop Career Centers.

Required Partners: a collaboration consisting of at least one representative from each of the following:

- Labor organizations
- Employers, Industry Organizations
- Local Workforce Investment Boards (NYC WIB will serve as the partner for the local system)

Required Submission Materials:

1. Abstract: As per page 30157 of the Energy Training Partnership SGA

2. 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 above criteria
- A brief synopsis of each of the following criteria components:
 - *Statement of Need:* (i) description of specific industries and occupations as defined in the Supplementary Information: Part B of the SGA on which your proposed training program will focus and (ii) local labor market information to support the need for workforce training and the projected employment opportunities in the proposed industries and occupations
 - *Project Management and Organization Capacity:* (i) staff capacity, (ii) fiscal, administrative and performance management capacity and (iii) experience of applicant
 - *Strategy and Project Work Plan:* (i) compelling evidence that applicant has developed an effective and comprehensive workforce development project for the targeted industries/occupations and (ii) project work plan
 - *Outcome and Deliveries:* (i) projected performance outcomes, (ii) degrees or certifications resulting from training and deliverables, (iii) appropriateness and feasibility and (iv) deliverables
 - *Suitability for Evaluation:* (i) evidence that applicants can participate in a rigorous evaluation of their program
- 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 such as Summer Youth Employment, In School Youth or Out of School Youth.

The Required Materials 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.