



NYC Workforce Investment Board
Letter of Support Submission Requirements
EPA Brownfields Job Training Grants

The United States Environmental Protection Agency (EPA) released a Request for Proposals (RFP) for Brownfields Job Training Grants. For more information on this grant opportunity visit [EPA Brownfields Job Training Grants RFP](#). **Eligible applicants must submit a completed proposal to EPA no later than December 1, 2009.**

Requirements for an NYC WIB Letter of Support:

If your organization is proposing a partnership with the New York City Workforce system, including any of the NYC Workforce1 Career Centers, and would like to include a letter of support with your proposal, please submit an Executive Summary for WIB review no later than **November 17, 2009 5:00 PM EST**. **Executive Summaries received after November 17th will NOT be considered.**

The Executive Summary should be no longer than four (4) pages and must include the following information:

1. Applicant Information: name, address, funding amount, location proposed to serve and project period
2. A brief synopsis of the five predetermined proposal criteria components:
 - *Community Need:* (i) demographic indicators, (ii) targeted populations and (iii) labor market assessments
 - *Training Program Description, Anticipated Outcomes and Outputs:* (i) program structure, (ii) recruitment, enrollment & completion practices and numbers and (iii) support services
 - *Programmatic Capability:* (i) current/past EPA Brownfields grants received and (ii) other federal/non-federal assistance agreements received
 - *Institutional Capacity:* (i) organizational experience and (ii) training provider experience
 - *Community and Employer Partnerships:* (i) brownfield partners/roles, (ii) community partners/roles and (iii) employer community partners/roles
3. Description of proposed relationship with the NYC Workforce system, including any NYC Workforce1 Career Centers. Include any requested commitments, such as expected number of qualified program referrals, training support services and employment placement assistance.

The above documents may be submitted electronically to Kate Yager at kateyager@sbs.nyc.gov or mailed to:

Kate Yager
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.