

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
GREEN CAPACITY BUILDING
Funding Opportunity # SGA/DFA PY 08-21**

On June 24, 2009, the United State Department of Labor (“USDOL”) released a Solicitation for Grant Applications for projects that build the capacity of DOL-funded training programs to ensure that targeted groups are prepared to meet the needs of our country’s expanding green industries (referred to herein as the “Green Capacity Building SGA”) funded through the American Recovery and Reinvestment Act (ARRA). (<http://www.doleta.gov/grants/pdf/SGA-DFA-PY-08-21.pdf>) **Eligible applicants must submit a completed proposal to USDOL no later than 4:00 PM Eastern Time on August 5, 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 July 22, 2009 by 5:00 PM. **Executive Summaries received after July 22nd 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:

- Only current DOL grantees from the following SGAs are eligible to apply:
 - Indian and Native American Program (SGA/DFA PY 07-04)
 - National Farmworker Jobs Program (NFJP) (SGA/DFA PY 06-04)
 - Prisoner Re-Entry Initiative (PRI) (SGA/DFA PY 08-03 & SGA/DFA PY 07-05)
 - Senior Community Service Employment Program (SCSEP) (SGA/DFA PY 07-02 & SGA/DFA PY 05-06)
 - Women in Apprenticeship and Non-Traditional Occupations (WANTO) (SGA/DFA PY 07-08 & SGA/DFA PY 06-01)
 - Advancing Registered Apprenticeship into the 21st Century: Collaborating for Success (SGA/DFA PY 08-11)
 - YouthBuild (SGA/DFA PY 08-07 & SGA/DFA PY 06-08)
 - Young Offender Grants (SGA/DFA PY 08-09, SGA/DFA PY 06-10 & SGA/DFA PY 06-14)

Required Submission Materials:

1. Abstract: As per page 30168 of the Green Capacity Building 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:
 - *Capacity Building Rationale:* (i) describe the specific industries and occupations targeted for the training including the specific knowledge, skills and/or abilities required, (ii) demonstrate evidence of region, State and/or local green industry need for training and how it is linked to green economic development efforts and (iii) detail the role that key organizations have played/will play in determining the proposed enhancements and capacity to the existing job training and placement program
 - *Strategy and Project Workplan:* (i) organizational capacity and (ii) proposed strategies
 - *Outcome and Deliveries:* list outcomes for capacity building activities and the projected date the product will be completed including (i) curriculum, course materials or competency models and career ladders developed or updated, (ii) number of instructors projected to participate in capacity building activities, (iii) number of individuals projected to be trained by these instructors and (iv) estimated number of other individuals projected to participate and/or benefit from capacity building activities
- 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.