

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
HEALTH CARE SECTOR AND OTHER HIGH GROWTH AND EMERGING INDUSTRIES GRANTS
Funding Opportunity # SGA/DFA PY-09-01**

On July 22, 2009, the United State Department of Labor (“USDOL”) released a Solicitation for Grant Applications for projects that provide training and placement services to help unemployed, dislocated and incumbent workers, including low-wage workers, pursue careers within the health care (specifically nursing, allied health, long-term care and health information technology sub-sectors and occupational categories) and other local high growth and emerging industries (referred to herein as the “Health Care and High Growth SGA”) funded through the American Recovery and Reinvestment Act (ARRA). (<http://www.doleta.gov/grants/pdf/SGA-DFA-PY-09-01.pdf>) **Eligible applicants must submit a completed proposal to USDOL no later than 4:00 PM Eastern Time on October 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 September 18, 2009 by 5:00 PM. In accordance with USDOL parameters, the WIB will not consider multiple applications in response to this SGA from any organization. **Executive Summaries received after September 18th 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:

- Public Entities
- Private Non-profit Entities
- Applicants must be legal entities and can include: (i) local Workforce Investment Boards and their One-Stop systems, (ii) Tribal organizations, (iii) education and training providers, (iv) labor organizations, (v) health care providers and (vi) faith-based and community organizations.

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

- Public workforce investment system(NYC WIB will serve as the partner for the local system)
- Public and private employers, such as health care providers when appropriate, and industry-related organizations
- Education and training community, which includes the continuum of education from secondary schools to community and technical colleges, four-year colleges and universities, apprenticeship programs, technical and vocational training institutions, and other education and training entities.

Required Submission Materials:

1. Abstract: As per page 36260 of the Health Care and High Growth 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) overview of current economy and workforce
 - *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) addressing conditions described in the Statement of Need, and targeted industries and occupations, (ii) roles and level of commitment of project partners, (iii) proposed recruitment, training, placement and retention strategies and (iv) project work plan
 - *Outcome and Deliveries:* (i) projected performance outcomes, (ii) appropriateness and feasibility, degrees or certificates resulting from training, and 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.