

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
MENTORING, EDUCATION, AND EMPLOYMENT STRATEGIES TO IMPROVE
ACADEMIC, SOCIAL, AND CAREER PATHWAY OUTCOMES
Funding Opportunity Number: SGA/DFA PY 08-14**

On July 24, 2009, the United States Department of Labor (USDOL) released a Request for Proposals (RFP) for projects targeting Mentoring, Educational, and Employment Strategies (referred to herein as the “2009 Mentoring, Educational, and Employment Strategies RFP”). (<http://www.labor.state.ny.us/workforcenypartners/fundingopps/SGA08-14.pdf>). **Eligible applicants must submit a completed proposal to USDOL no later than 5:00 PM Eastern Daylight Saving Time on September 22, 2009.**

REQUIREMENTS FOR WIB CONSIDERATION:

In order to appropriately inform the WIB and obtain consideration to support proposals, please submit a Project Abstract as outlined below for WIB review, no later than **September 8, 2009 by 5:00 PM**. **Project Abstracts received after September 8th WILL NOT be considered.**

Applicant Eligibility:

- High Schools and Ungraded Schools that: (i) serve primarily students ages 14 and above that have been designated as persistently dangerous for the 2008-2009 school year, (ii) are not currently receiving a grant from DOL for these purposes, and (iii) have no current plans in place to close the school.
- National or local not-for-profit Community Based Organizations (CBOs), in partnership with above high schools and ungraded schools via a signed memorandum of understanding (MOU) with the school district.

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

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

- Demonstration of applicant eligibility based on the above criteria.
- Description of the proposed project that speaks to each of the following four criteria outlined in Sec V of the Mentoring, Education, and Employment Strategies RFP:
 1. Statement of Need
 2. Analysis of the Problems Faced by the School and Its Students
 3. Project Design
 - Turnaround Team
 - Mentoring
 - Education Strategies
 - Employment Strategies
 - Improving the School Environment and Student Behavior
 - Case Management
 4. The Commitment of the Applicant and the Community to the Project and the Quality of Proposed Staff (keep in mind separate requirements for high school and CBO applicants)
- A brief synopsis of your budget narrative as described in Sec IV(c) of the Mentoring, Education, and Employment Strategies RFP. Please include breakdown by project activity and cost-per-participant.

The Project Abstract 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 Floor
New York, NY 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.