

**New York City Workforce Investment Board**  
**Submission Requirements for a Letter of Support**  
*Energy Efficiency Career Pathways Training and Technical Training*  
*Program Opportunity Notice 1817*

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On June 2, 2010, the New York State Energy Research and Development Authority (“NYSERDA”) released a Program Opportunity Notice (PON) seeking to facilitate workforce education in the area of energy efficiency in New York State. **Eligible applicants must submit a completed proposal to NYSERDA no later than 5:00 PM ET on August 3, 2010.** In order to appropriately inform the WIB consideration to support proposals, please submit the materials requested directly below for WIB review, no later than **Tuesday, July 20th by 5:00 PM.**

**REQUIREMENTS FOR WIB CONSIDERATION**

**Applicant Eligibility:**

- To be eligible for consideration under PON 1817, applicants must meet appropriate base-level credentialing requirements at the time that the proposal is submitted to NYSERDA, and are expected to fully meet applicable certification requirements as a result of NYSERDA’s assistance under this program.

All applicants must also meet the following qualifications:

- Credentialed and experienced instructional staff, or a plan and schedule for instructional staff to obtain necessary credentials;
- Successful experience training the student populations served; and
- Experience implementing and maintaining certified training programs

**Funding Category/Scope of Services:**

- Identify at least one of the four categories/scope of services targeted for funding under PON 1817: (i) Career Pathways training for underserved and low income students, (ii) Technical Training including applied workshops, certificate programs, and energy efficiency courses to augment existing and new two and four-year degree track programs at colleges and universities, (iii) Small Commercial Building Energy Auditor Training for professionals, or (iv) Oil Heat Efficiency Training for technicians and professionals

**Required Submission Materials:**

- 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 criteria outlined above
  - A brief synopsis of each of the following predetermined criteria components:
    - *Description of Training:* (i) course description(s) demonstrating how training will support specific NYSERDA programs, (ii) student population(s) served by the training, (iii) student selection and evaluation criteria, including next steps after training, (iv) description of how course and instructor will be evaluated for quality and effectiveness, (v) location of training, including facility(ies), and (vi) number of students to be trained during the proposed contract period, including post-contract training projections
    - *Statement of Work:* detailing steps toward fulfillment of tasks outlined in “Section III, Funding Category/Scope of Services” of the PON 1817 solicitation
    - *Training Organization Structure:* (i) identity of all training program participants, including program director, responsible for ensuring tasks within the Statement of Work are carried out, (ii) a clear description of roles and responsibilities of each key person involved in completing the work plan, and (iii) a description of how coordination with NYSERDA and its clean energy partners will be accomplished
    - *Schedule and Staff Plan:* (i) a description of the schedule for completing each task and major subtask identified in the Statement of Work, and (ii) a staffing plan that identifies the key personnel, including any subcontractors or other resources responsible for completing each task and major subtask
    - *Cost Proposal and Budget:* (i) total project cost, and (ii) a cost breakdown for each of the tasks in the Statement of Work
- If not explicitly stated in the above materials, precisely outline:
  - NYC WIB: expected role; and if funded partner: requested funding purpose, amount, and breakdown
  - One-Stop System: expected role of Workforce1 Career Centers; and if funded partner: requested funding purpose, amount, and breakdown

**Additional Information:**

- Please advise if you are included as a partner organization on any other proposals and identify the lead and brief scope of proposal. (1-2 sentences)
- 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.

Questions and Required Materials may be submitted to Cesar Cardenas at [ccardenas@sbs.nyc.gov](mailto:ccardenas@sbs.nyc.gov) and (212) 513-6422.