

**SUBMISSION REQUIREMENTS FOR
NYC WORKFORCE INVESTMENT BOARD APPROVAL
NYS OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
EDUCATIONAL RESOURCES REQUEST FOR PROPOSALS (RFP)**

On July 23, 2008, the NYS Office of Temporary and Disability Assistance (OTDA) released a Request for Proposals for the Educational Resources Program. The Educational Resources Program is designed to assist local social services districts in addressing the educational needs of their TANF eligible population. **The completed RFP must be submitted to NYS OTDA no later than 4:00PM on September 10, 2008.**

Applicants planning to provide Job Skills Training through the Educational Resources Program, require NYC Workforce Investment Board approval to demonstrate that the training being offered is related to employment in demand within the local workforce investment area.

REQUIREMENTS FOR WIB APPROVAL:

1. A draft of the proposal must be submitted for WIB review **by August 27, 2008 by 5:00 PM**. Proposals **received after the Aug. 27th WILL NOT be considered.**
 - The RFP may be submitted electronically to Melinda Mulawka at mmulawka@sbs.nyc.gov or,
 - May be mailed to:
Melinda Mulawka
NYC Workforce Investment Board
110 William Street, 8th Fl
New York, New York 10038
2. Upon submission of proposal for WIB review, please provide a completed Attachment B11 (see grant for requirements), detailing the applicant agency, contact information, and the two columns which detail the training program, and job skills and types of job openings.
3. 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.