

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
PATHWAYS OUT OF POVERTY
Funding Opportunity # SGA/DFA PY 08-19**

On June 24, 2009, the United State Department of Labor (“USDOL”) released a Solicitation for Grant Applications for projects offering training programs specifically to the poor, low-income and underserved populations for occupations in the energy efficiency (“EE”) and renewable energy (“RE”) industries (referred to herein as the “Pathways out of Poverty SGA”) funded through the American Recovery and Reinvestment Act (ARRA). (<http://www.doleta.gov/grants/pdf/SGA-DFA-PY-08-19.pdf>) **Eligible applicants must submit a completed proposal to USDOL no later than 4:00 PM Eastern Time on September 29, 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 9, 2009 by 5:00 PM. Based on USDOL guidelines, applicants applying to the WIB for a letter of support for this grant opportunity cannot apply to the WIB for a letter of support for UDSOL’s Energy Training Partnership Grants. **Executive Summaries received after September 9th 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:

- National nonprofit entity with networks of: (a) local affiliates, (b) coalition members or (c) other established partners
- Local (New York City-based) entities consisting of (a) public organizations (such as community colleges or workforce investment boards) or (b) private nonprofits (such as community or faith-based organizations) whose service is limited to a single local or regional area

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

- Nonprofit organizations
- Public workforce investment system (NYC WIB will serve as the partner for the system)
- Education and training community
- Public and private employers and industry-related organizations
- Labor organizations

Required Submission Materials:

1. Abstract: As per page 30143 of the Pathways out of Poverty 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) demonstration of poverty rate for each community served and (ii) 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, (iv) leveraged resources and (v) project work plan
 - *Outcome and Deliveries:* (i) projected performance outcomes, (ii) appropriateness and feasibility, degrees or certifications resulting from training and deliverables and (iii) suitability for evaluation
- 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.