

New York City Workforce Investment Board
Submission Requirements for a Letter of Commitment/Partnership
Community-Based Job Training Grants
Funding Opportunity # SGA/DFA PY-09-07

On March 15, 2010, the United State Department of Labor (“USDOL”) released a [Solicitation for Grant Applications](#) to support workforce training for high-growth/high-demand industries through the national system of community, technical, and Tribal colleges. **Eligible applicants must submit a completed proposal to USDOL no later than 4:00 PM Eastern Time on April 29, 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 **Friday, April 16th by 5:00 PM.**

REQUIREMENTS FOR WIB CONSIDERATION

Applicant Eligibility:

- Identify applicant type:
 - An individual Community or Technical College, including a Tribally Controlled College or University
 - A Community College District
 - A State Community College System
 - A One-Stop Career Center in partnership with its Local Workforce Investment Board, that specifies one or more community or technical colleges where all education/training activities will occur under the grant
 - An applicant proposing to serve an educationally underserved community without access to community or technical colleges

Required Partners:

- Identify a collaboration consisting of at least one representative from each of the following, and outline proposed role of each partner:
 - LWIB or One Stop System, as a funded partner
 - Employers and/or Labor-Management Organizations
 - Labor Organizations (where applicable)
 - Other Partners (where applicable)

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 above criteria
 - A brief synopsis of each of the following criteria components:
 - *Statement of Need:* (i) data and analysis of the local or regional workforce, (ii) data and analysis of the current and projected employment opportunities by industry and occupation and identification of the job skills required, and (iii) a brief inventory of training available and why current education and training offerings are not sufficient
 - *Project Management and Organization Capacity:* (i) staff, fiscal, administrative, and performance management capacity, and (ii) experience of applicant
 - *Strategy and Project Work Plan:* (i) outline of outreach and recruitment strategy, (ii) explanation of the proposed education/training activities that describes how the project will address the education/training needs of the targeted populations, (iii) outline strategy for placing individuals into employment and job retention, (iv) leveraged resources, and (v) project work plan
 - *Outcome and Deliveries:* (i) projected performance outcomes, (ii) appropriateness and feasibility, degrees, certificates, or other credentials resulting from training, and deliverables
- 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

A recommendation for this segment of the proposal may include WIB funding with resource allocation to NYCLMIS for labor market information data and analysis.

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 Kate Yager at kateyager@sbs.nyc.gov and (212) 513-6388.