

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
OTDA Request for Proposals: Food Stamp Employment and Training (FSET) Venture**

On January 28, 2009, the New York State Office of Temporary and Disability Assistance (OTDA) released a Request for Proposal (RFP) for a Food Stamp Employment and Training (FSET) Venture. (<http://www.otda.state.ny.us/main/cgo/2009/FSETventure.htm>) **Eligible applicants must submit a completed proposal to OTDA no later than 3:00 PM on March 27, 2009.**

REQUIREMENTS FOR WIB CONSIDERATION:

In order to appropriately inform the WIB consideration to support proposals, please submit an Executive Summary of your proposal for WIB review, no later than March 13, 2009 by 5:00 PM. **Executive Summaries received after March 13th WILL NOT be considered.**

The Executive Summary of the anticipated proposal must include the following:

- Target Population
- Summary of Coordination with HRA
- A paragraph relating to each of the four central components of the required “Program Description” outlined on pg. 19, detailing the key aspects of each component of your grant proposal, including:
 - Career Plan
 - Educational Instruction Related to Employment
 - Job Skills Training
 - Connecting Participants to Jobs
- Completed Attachment B12, found on pg. 78 of the RFP notice, soliciting WIB approval that the training offered in the proposal is related to in-demand occupations in New York City. Letters of support will be based strongly on this document.

The above documents 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.