

**SUBMISSION REQUIREMENTS FOR A
LETTER OF COMMITMENT FROM THE
NYC WORKFORCE INVESTMENT BOARD REGARDING
FUNDING OPPORTUNITY NUMBER: SGA/DFA PY 08-06**

On December 19, 2008, the U.S. Department of Labor (U.S. DOL) released Funding Opportunity Notice SGA/DFA PY 08-06, related to the Older Worker Demonstration Project. (<http://www.doleta.gov/grants/pdf/SGA-DFA-PY-08-06.pdf>) **Eligible applicants must submit a completed proposal to U.S. DOL no later than 4:00 PM on February 19, 2009.**

REQUIREMENTS FOR WIB CONSIDERATION:

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

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

- The intent of the project, and target population.
- A paragraph relating to each of the seven “Evaluation Criteria” outlined on pg. 77856, (Federal Register, Vol. 73, No. 245, December 19, 2008) that details the key aspects of each component of your grant proposal.
- Key components that should be included in the above sections include:
 - Sector/Occupation Targets and their relation to H1B Visa Requirements
 - Partnerships
 - Education, training and employment strategies
 - Case Management
 - Supportive services
 - Integration with Regional Strategies
- 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, Summer Youth Employment, In School Youth or Out of School Youth.

The RFP 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.