

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

On October 3, 2008, the U.S. Department of Labor (U.S. DOL) released Funding Opportunity Notice SGA/DFA PY 08-08, related to the Young Parents Demonstration Project. (<http://edocket.access.gpo.gov/2008/pdf/E8-23319.pdf>) **Eligible applicants must submit a completed proposal to U.S. DOL no later than 4:30 PM on November 17, 2008.**

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 November 7, 2008 by 5:00 PM. **Executive Summaries received after the November 7th 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 four “Necessary project components” outlined on pg. 57672, (Federal Register, Vol. 73, No. 193, October 3, 2008) that details the key aspects of how the components will be included in the program operations.
- Key components include:
 - Education, training and employment strategies
 - Mentoring
 - Case Management
 - Supportive services
- Detailed explanation of the “bump up” service
- 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 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

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.