



**NYC Workforce Development Board  
Letter of Support Request Form**

The New York City Workforce Development Board (WDB) provides letters of support to organizations applying for workforce-related grant opportunities, typically through federal and state agencies. In most cases, the WDB provides letters only where such letters are mandatory for submission.

We ask that you reach out at least 14 calendar days prior to any grant application deadline. Please respond to the questions below and try to keep your response to three pages. Email your response to Adolpho Casillas, Project Manager for Employer Engagement, at [acasillas@talent.nyc.gov](mailto:acasillas@talent.nyc.gov). **If we agree to provide a letter of support, we will ask you to draft a letter for us to review and edit.**

**1. Organization Information**

Requesting Organization:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	

**2. Funding Opportunity**

Grant Deadline:	
Name of Funding Opportunity:	
Organization Offering Funding:	
Brief Description of Funding Opportunity:	

**3. Summary of Your Proposal**

Provide a short narrative summary of your grant proposal:	
Key Performance Outcomes Proposed:	
Budget Requested:	



**4. Training (only if skill training is part of your proposal)**

Targets:

Occupation	Projected # to Enroll in Training	Projected # to Complete Training	Projected # to Obtain Employment	Projected Median Wage in Placements	Projected Cost per Trainee

Labor Market Demand:

Demonstrate that the target occupation(s) are in-demand <i>in New York City</i> by providing labor market data and, if possible, feedback received directly from employers about their demand for the occupation(s):

Employer Partnerships:

Three examples of employers where past training graduates found jobs	Employer Name	# Individuals Placed	Median Wage of Individuals Placed	Length of Relationship (e.g., months, years)

**5. Support Requested from the NYC Workforce Development Board (WDB)**

Provide the language from the grant application showing the WDB's involvement is <u>required</u> :	
Please describe the <u>role(s)</u> you are asking the WDB and, if relevant, the Workforce1 Career Centers to play:	
Indicate the <u>date</u> by when you'd ideally like to receive a letter of support:	