

NYC WDB Letter of Support - Required Information

The New York City Workforce Development Board (WDB) writes Letters of Support on behalf of the City for submissions to Requests for Proposals (RFPs) from federal and state agencies. The WDB only writes Letters of Support in cases where such letters are mandatory for submission. To request a Letter of Support please submit a response to the information requested below and submit no later than 14 calendar days prior to the deadline for the solicited funding opportunity to Workforce Development Board Director, Chris Neale (cneale@wkdev.nyc.gov). All submissions must adequately address the below and are not to exceed three pages. Submissions should address the following:

1) Name of Requesting Organization
2) Contact person <ul style="list-style-type: none"> • Telephone • Email Address
3) Tax Identification Number
4) Grantor
5) Name of Funding Opportunity
6) Application (RFP) Deadline
7) Brief Description of Proposal
8) Proposal Objective
9) How the proposal aligns to the City's Career Pathways Strategy (nyc.gov/careerpathways)
10) Number of clients to be served, including 2 primary performance outcomes (e.g. number of people trained, businesses engaged, number of jobs)
11) Total dollars requested (including any in-kind commitment to the program)
12) RFP Language and Citation stating mandatory WDB Letter of Support
13) WDB Role in proposal / Partnership with One-Stop Operator and commitment (describe all: collecting data, referrals into the program, referrals after program, connection to businesses)
14) Date by which the letter of support is needed