



**Requesting a Letter of Support from the NYC Workforce Development Board
for Occupational Training Funds**

The New York City Workforce Development Board (NYCWDB) writes letters of support for organizations as part of their applications to select Requests for Proposals (RFPs). When reviewing submissions for occupational trainings, the NYCWDB expects proposals to show the following:

- Appropriate **outcomes** in terms of expected completion rate, placement rate, and wage
- Reasonable **cost** given the likely wage that trainees will make upon completion
- Local **employer demand** for the occupation(s) targeted for training
- **Demonstrated success** delivering training for the same occupation (or a similar one) that leads to relevant job placements.

Please complete this form for each occupation you plan to target for training.

Send requests to: questions@wkdev.nyc.gov

Deadline: 10 calendar days prior to RFP deadline. The WDB will respond to your request within one week of receipt.

Thank you for your commitment to this work and we look forward to reviewing your proposal.

All submissions must adequately address the following sections and are not to exceed these 2 pages.

Lead Applicant Organization: _____

Funding Opportunity: _____

Grantor: _____

I attest that the proposed training meets the criteria listed above.

Name: _____

Phone: _____

Email: _____

1. Occupation and Industries

Target Occupation	
Target Industry(ies)	

2. Projected Outcomes

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



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

4. Demonstrate that the proposed training provider has achieved success delivering training for the same occupation (or a similar one) as the one proposed.

Occupation Targeted: _____

Year(s) Training Conducted: _____

Outcomes (minimum one cohort)	# Enrolled in Training	# Completed Training	# Obtained Employment within 3 to 6 Months of Completion

Three examples of training graduates' placements	Title	Employer	Starting Hourly Wage

Three examples of employers where graduates were placed	Employer Name	# Individuals Placed	Median Wage of Individuals Placed	Length of Relationship (e.g., months, years)