

New York City Workforce Investment Board
Submission Requirements for a Letter of Support
Civic Justice Corps Grants Serving Juvenile Offenders
Funding Opportunity Number (FON) SGA/DFA PY 10-04

The U.S. Department of Labor (DOL), Employment and Training Administration (ETA), announced a [funding opportunity](#) seeking to facilitate Civic Justice Corps projects (authorized by the Workforce Investment Act) focusing on community service projects that provide young offenders the opportunity to contribute work to the communities they expect to return to. This effort at fostering a renewed sense of belonging and investment in their communities is accomplished through 1) community service projects that aid in the rebuilding of severed relationships between young offenders and community members while reestablishing trust and a positive status for the offender within the community; and 2) work experience, other vocational training, and academic interventions that enable participants to improve their skills and enhance their future educational and career opportunities. Individuals who are eligible to participate in funded programs are juvenile offenders ages 18 to 24 who have been involved with the juvenile justice system within 12 months of entry into the program. **Eligible applicants must submit completed proposals no later than 4:00 PM ET on March 15, 2011.** In order to appropriately inform the WIB consideration to support proposals, please submit the materials requested directly below for WIB review, no later than **noon on Friday, March 11th.**

Applicant Eligibility

- Eligible applicants under this solicitation are limited to the following:
 - Any non-profit with IRS 501(c)(3) status.
 - Any unit of state or local government, or
 - Indian and Native American entities eligible for grants under WIA section 166

Required Submission Materials:

- Executive Summary of the anticipated proposal, adhering to the following guidelines:
 - Parameters: 4-page maximum; single-spaced; size 12pt. font; 1-inch margins
 - Demonstration of applicant eligibility based on the criteria outlined above
 - A **brief** synopsis of the predetermined criteria components for [FON SGA/DFA PY 10-04](#), including:
 - NYC WIB: expected role; and if funded partner: requested funding purpose, amount, and breakdown
 - One-Stop System: expected role of Workforce1 Career Centers; and if funded partner: requested funding purpose, amount, and breakdown

Recommendation Regarding Applicant's Proposed Scope of Services:

- Please identify the range of activities proposed for implementation. It is required that proposed Civic Justice Corps projects include all of the following activities:
 - Meaningful community service projects and service-learning opportunities
 - Educational interventions that lead to a credential and increase placement opportunities in post-secondary education and/or vocational training that lead to long-term employability of participants
 - Community connections that result in opportunities for young offenders to rebuild trust and for the community to view them as assets rather than liabilities
 - High staff to participant ratios, including close adult supervision of community service projects
 - A career development component that seeks to place each participant in a job in which skills will be learned, post-secondary education, a registered apprenticeship, and/or career technical training that leads to an industry-recognized credential, and
 - Post-program support and follow up
- These six program components are discussed in more detail in the Required Program Components section, Section I.B.

Additional Information:

- Please advise if you are included as a partner organization on any other related proposals. Identify the lead and briefly explain the scope of proposal. (1-2 sentences)
- Please provide contact information for the appropriate individual that can provide additional information about the proposal if needed: name, title, organization, address, phone number and email address.

Questions and Required Materials may be submitted to Cesar Cardenas at ccardenas@sbs.nyc.gov and (212) 513-6422.