

## **How to Ask for Support Letters, Data and Technical Assistance for Workforce-Related Funding Proposals and New Initiatives**

Thank you for your interest in working with Philadelphia Works (Philadelphia's Workforce Investment Board). We look forward to supporting your organization's proposal and collaborating with you on attracting more resources to connect Philadelphians to employment opportunities.

To ensure that your proposal is closely aligned with our workforce development goals for the Philadelphia region, we will need to gain an understanding of your vision for the proposed program.

### **To request a letter of support or Memorandum of Understanding (MOU):**

**No later than three (3) weeks prior to the proposal due date**, please forward the following information to [info@philaworks.org](mailto:info@philaworks.org):

1. Copy of the Request for Proposals (RFP)
2. Draft letter of support or Memorandum of Understanding (MOU) that details the role you would like Philadelphia Works or one of our subcontractors (PA CareerLink® Philadelphia or Philadelphia Youth Network) to play in your program design
3. Executive summary of the proposal that includes, at a minimum, the following information:
  - a. Overview of program design
  - b. Target population, geographic area/number served
  - c. Proposed cost
  - d. List of other partners and roles
  - e. Certifications/credentials to be obtained by participants

If funded, we will ask that your organization provide periodic updates to Philadelphia Works on progress achieved during the course of the grant towards benchmarks and/or performance goals.

### **To request assistance to enhance your proposal or program design:**

As the leading public workforce development organization in the region, Philadelphia Works can also provide your organization with labor market analysis and technical assistance.

You should plan for 3-4 weeks lead time if your organization needs the following types of support:

Support Type	Support Detail	Lead Time
Labor Market Analysis	-Basic labor market analysis for Philadelphia and region, by occupation or industry	<b>Submit occupations (SOC codes) or other data requests at least three weeks before date due</b>
Technical Assistance	-Alignment of program to workforce goals -Exploration of collaborative models -Exploration of resource leverage	<b>By appointment only with senior staff at least four weeks before submitting proposal</b>

Philadelphia Works looks forward to working with you in both the planning and implementation phase of your project.

Please submit all inquiries to [info@philaworks.org](mailto:info@philaworks.org) with "Request for Support" in the subject line.

Revised 10.29.13