

**L&I AGA (2010) Request for Support Letters Instructions**

Due to the high volume of requests we received during the 2009 L&I AGA period, the RCWE requests that you complete the request for letter of support form that can be downloaded at [www.nwpawib.org/grant.htm](http://www.nwpawib.org/grant.htm). In addition to completing the form, briefly (2-5 sentences) answering the questions below. Our intent is not to increase the burden on our partners when submitting requests for support, but to ensure non-duplication of efforts in the region, as well as assisting us in determining if your application is aligned with the RCWE and Northwest PA Workforce Investment Board’s goals. **These forms are NOT associated with requests for funding from the NW PA WIB or RCWE**—rather these instructions are intended for requests for letters of support or future partnerships and collaborations on grant opportunities with the RCWE and the NW PA WIB. Completed forms and narrative responding to the questions below should be emailed to [askinner@nwpawib.org](mailto:askinner@nwpawib.org).

**Deadlines for requests for support letters will be forthcoming at <http://www.nwpawib.org/grant.htm>.**

- 1) Discuss how you intend to collaborate with the region’s PA CareerLinks® and Industry Partnerships.
- 2) Discuss how you will address the need for assessments for those in training.
- 3) Describe your choice of training/curriculum if your training does not provide either
  - a) basic literacy; b) work readiness; or c) relates to skills on the NWPA High Priority Occupation list.
- 4) How will you register participants in CWDS?
- 5) How does your proposal relate to the mission of the NW PA WIB and regional workforce development system?

The rubric below is an RCWE staff and WIB tool to determine your proposal or project’s alignment with workforce development priorities and your project’s alignment within the system. You do not need to fill out this rubric. We share this with you solely so you can understand how we determine a proposed project’s ability to deliver results.

<b>RCWE/NWPA WIB GRANTS RUBRIC</b>	<b>Excellent (3)</b>	<b>Fair (2)</b>	<b>Needs Improvement (1)</b>	<b>Inadequate (0)</b>
Innovative, promising, or proven solution to the need				
Priority of the need				
Alignment with the strategic plan, mission, and/or current WIB initiatives				
Potential impact on the region’s workforce				
Replicability or regionalism				
Non-duplication and partnerships				
Budget reasonableness and matching investments				
Capacity, accountability, and readiness				
Suitability and effectiveness at addressing the RFP or grant guidelines ( <i>if applicable</i> )				
<b>TOTALS</b>				



[www.nwpawib.org](http://www.nwpawib.org)

764 Bessemer Street, Suite 102 | Meadville, PA 16335 | T: 814.333.1286 | F: 814.333.1754

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