

# Partners for **SUCCESS**



## U.S. Department of Labor Ready to Work Grant

The U.S. Department of Labor is supporting projects that can effectively recruit and serve long-term unemployed workers for H-1B occupations. Proposed projects must provide:

- Intensive coaching and other services to help with job placement into middle and high-skilled jobs
- Short-term skills training leading to an industry-recognized credential and employment.

The University of Houston-Clear Lake is working with HGAC Workforce Solutions and Bay Area Houston Economic Partnership to submit a project proposal for \$10 million in funding over the course of four years. If funded, this project will provide local businesses with highly qualified employees in various occupations related to computer technology and cyber security.

As part of the grant application, the partnership must secure commitments from employers to provide employment opportunities in computer technology. The partnership is also seeking nonprofit organizations that can provide support services to prepare unemployed workers for reentry into the workforce.

## HOW TO GET INVOLVED

### For Potential Employers

The UHCL/HGAC Workforce Solutions/BAHEP partnership is seeking local employers that can commit to one or more of the following:

- Provide on-the-job-training, paid work experience, or paid internships
- Assist with program design
- Prioritize job openings to consider hiring qualified participants who complete grant-funded education and training programs
- Work with the program to hire long-term unemployed participants to backfill job vacancies left by incumbent worker participants who move into higher-skill jobs
- Contribute other resources to support the project, such as mentors, equipment, etc.

### For Nonprofit Organizations

The UHCL/HGAC-Workforce Solutions/BAHEP partnership is seeking nonprofit organizations that can provide one or more of the following types of services:

- Childcare
- Transportation Assistance
- Counseling (personal, financial, career, etc.)
- Advertising/Participant Recruiting Assistance

### Next Steps

The partnership needs to secure letters showing commitments from businesses and nonprofit organizations to strengthen our grant application. If your organization wants to be involved, please complete the attached form and submit a letter signed by an authorized representative from your organization. Instructions for preparing the letter can be found on the next page.

## INSTRUCTIONS FOR COMMITMENT LETTERS

Thank you for your interest in partnering with the University of Houston-Clear Lake, HGAC Workforce Solutions, and BAHEP in applying for a US Department of Labor Ready to Work grant.

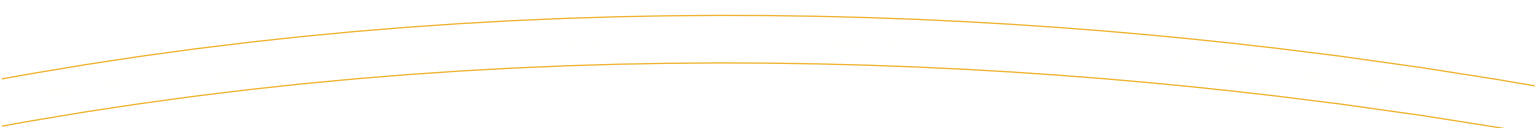
Per the application instructions, participating organizations must provide signed documentation of their commitment to the partnership. This can take the form of a memorandum of understanding, a partnership agreement, or a letter. The following elements must be included in the document:

- Signature of an authorized representative;
- For employers, state the industry and/or occupation targeted by the proposed project (this project targets occupations related to computer technology and cyber security);
- Statement that the employer is located in an area served by the project;
- Description of the employer's proposed role with the project (providing on-the-job-training, paid work experience, internships, etc.);
- Statement of the employer's commitment to consider hiring qualified participants who complete grant-funded training programs; and
- Description of specific resources to be provided in support of project, such as mentors, equipment, etc. (if applicable).

Completed letters of commitment should be submitted no later than **June 6, 2014\*** to:

University of Houston - Clear Lake  
Office of Sponsored Programs  
2700 Bay Area Blvd., MS 44  
Houston, Texas 77058

*\*If your organization is unable submit a letter by the stated deadline, it will not be included in the grant application. However, if the project is funded, the partnership may honor the commitment offered by your organization.*



## PARTNERSHIP INFORMATION FORM

Please complete this form and email it to [Yang@UHCL.edu](mailto:Yang@UHCL.edu) or mail it to the address listed below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check all that apply:**

Interested in working with this project and plan to submit a commitment letter\*

Employers: Can you provide internships/paid work experiences?  Yes  No  
If yes, approximately how many? \_\_\_\_\_  Unknown at this time

Nonprofits: What type of services can you provide?  
 Counseling  Childcare  Advertising/Recruiting  
 Other, please specify: \_\_\_\_\_

Interested in working with this project, but need more information before submitting a commitment letter.  
Please contact me by:  Phone  Email

Unable to participate at this time, but would like to in the future. Please contact me by:  Phone  Email

*\*Refer to the attached flyer for more information on commitment letters. Letters must be submitted no later than June 6, 2014 to ensure inclusion with the grant application.*

Return completed form to:

University of Houston - Clear Lake  
Office of Sponsored Programs  
ATTN: Anne Reilly  
2700 Bay Area Blvd., MS 44  
Houston, Texas 77058