

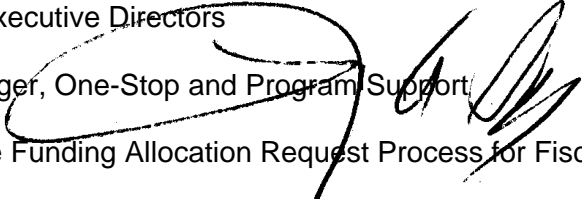


Charlie Crist
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: September 30, 2009

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support 

SUBJECT: Trade Adjustment Assistance Funding Allocation Request Process for Fiscal Year 2009 – 2010

The Agency for Workforce Innovation needs your assistance in determining the amount of regular Trade Adjustment Assistance (TAA) funds your region may need for Program Year (PY) 2009-2010.

The current Notice of Funds Availability ends September 30, 2009 and all awards must be closed out and all obligations liquidated within 60 days of the award expiration date. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

In an effort to ensure that regional workforce boards have adequate funds available to serve eligible trade-affected workers, you should complete the attached form identifying your funding needs for serving these individuals who will be approved for training, transportation, subsistence payments, job search and/or relocation allowances. This information needs to be submitted to Marshal Noble no later than **Friday, October 16, 2009**. If additional funding is necessary prior to the completion of this process, a request can be sent by e-mail to Marshal Noble at marshal.noble@flaawi.com

Please note that any unused funds your board has on October 1, 2009 will be automatically deobligated following the 60 day closeout period. The attached TAA Funding Request form should include the amount you may need for participants who are currently enrolled in training for tuition and related costs which will not be expended within the closeout period, for pending enrollments where petitions have been approved but local approval of training has not taken place due to lack of funds, or for recent certified petitions. Please note that you should use past experience projections in estimating the total number of workers when requesting funds for recent certified petitions.

Agency for Workforce Innovation

The Caldwell Building, Suite 100•107 East Madison Street•Tallahassee, Florida•32399-4120
Telephone (850) 245-7105•Fax (850) 921-3223•TTY/TDD 1-800-955-8771-Voice1-800-955-8770

www.floridajobs.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

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Regional workforce boards (RWBs) should be aware that the State of Florida will return a large portion of unused TAA funds received for PY 2008 which expired September 30, 2009 as a result of under spending. RWBs are encouraged to revisit local policies and make modifications where necessary when your local training policy is more restrictive than federal and/or state laws/guidelines.

Should you have any questions regarding the TAA program, please contact Mershal Noble at (850) 921-3317 or via e-mail at Mershal.Noble@flaawi.com. Fiscal questions may be addressed to Angela Feeser at (850) 245-7356 or via e-mail at Angela.Feeser@flaawi.com

LAS/omn

Attachment: TAA Funding Request Form

cc: Richard Meik
Barbara Griffin
Jim Doyal
Fay Malone
Mershal Noble
Regional Finance Directors
Local TAA Coordinators