



Jeb Bush
Governor
Susan Pareigis
Director

MEMORANDUM

DATE: April 26, 2005
TO: Regional Workforce Board Executive Directors
FROM: Susan Simpler, Deputy Director, Workforce Services
Susan Simpler
SUBJECT: Agency Support Letters

The Agency for Workforce Innovation (AWI) is frequently asked to provide letters of support for recognition and awards programs as well as external grant applications. In an effort to expedite this process and meet deadlines for awards and grant programs, AWI has asked that requests be submitted at least three full working days prior to the date the regional workforce board needs the letter in hand.

The Director requires that staff review the complete and final document (including budget) for clarity and responsiveness to competition criteria and communicate with regional workforce board to make helpful suggestions. Staff then drafts a letter briefly summarizing the merits of the project prior to submitting the letter for approval and signature. If joint letters of support are requested, a copy of the draft letter is sent to WFI concurrently for approval and signature. Thanks to technology, an electronic copy can be produced and sent immediately after affixing signature(s). If requested or required, an original signature copy can also be sent by overnight mail.

Regional Workforce Board staff should submit requests for letters of support to either Judy Meyer at judy.meyer@awi.state.fl.us or (850) 245-7423, or Barbara Gershman at barbara.gershman@awi.state.fl.us or (850) 921-3268

SS/osg

cc: Curtis Austin
Mike Switzer
Susan Pareigis
Barbara Griffin

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