




Jeb Bush
Governor
Susan Pareigis
Director

MEMORANDUM

DATE: October 21, 2005

TO: Regional Workforce Boards Executive Directors*

FROM: Susan Simpler, Deputy Director for Workforce Services 

SUBJECT: National Emergency Grant Hurricane Katrina Evacuees Project Procedures for Participant Reporting, Unemployment Compensation Verification, Request for Additional Funds, Bi-weekly Reports, and Fully Documented Application

The following are procedures applicable to the National Emergency Grant (NEG) Hurricane Katrina Evacuees project:

1. **Workforce Investment Act (WIA) Participant Reporting Instructions:** Attached are the Workforce Investment Act Participant Reporting Instructions for the NEG Hurricane Katrina Evacuees project (see Attachment I-A). The Regional Workforce Boards (RWB) must adhere to the reporting instructions as contained in the attachment.

If it is determined that a participant in the Hurricane Katrina project is receiving Unemployment Compensation, the Agency for Workforce Innovation (AWI) will notify the Unemployment Compensation Administrator of the evacuees' home state that they have either enrolled in a temporary job or are receiving training funded by the Hurricane Katrina Evacuees grant. When a participant is placed in a temporary job or begins training, the Self-Attestation form (see Attachment I-B) must be completed and submitted to the AWI.

2. **Reporting Requirements:** Bi-weekly reports are required by the United States Department of Labor (USDOL) that include the following:
 - Total cumulative participants enrolled in the project to date (Available via the One Stop Management Information System (OSMIS));
 - Total participants currently working in temporary jobs (OSMIS);
 - Total participants enrolled in core, intensive and training services (OSMIS);
 - Total accrued expenditures to date by the RWB (OSMIS);
 - Significant changes in impact, as determined by the RWBs, not previously reported;
 - An significant events that occurred during the reporting period as reported by the RWBs; and
 - The number of RWBs monitoring visits to local worksites.

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To ensure that AWI has data on the number of participants in core, intensive, training, and enrollment in temporary jobs, the RWBs should ensure that participant data is entered into the OSMIS in a timely manner.

The information referenced in the last three bullets on the previous page is needed from the RWBs on the 13th and 27th of each month. If the 13th and the 27th fall on a Saturday or Sunday, the report is due on Monday. The bi-weekly reports must be emailed to Jackie Phillips at jackie.phillips@awi.state.fl.us and Smitha Moore at smitha.moore@awi.state.fl.us.

- 3. Fully Documented Application:** On Friday, October 14, 2005, your RWBs received a Notice of Funds Availability (NFA) for the Hurricane Katrina Evacuees project. For allowable activities for this project, please see the grant award letter attached to the memorandum dated October 6, 2005, subject: NEG Award Letter for Hurricane Katrina Evacuees. In the grant award letter dated September 30, 2005, from the USDOL, a fully documented application must be submitted by November 30, 2005. Therefore, the AWI is requesting your assistance in the development of the fully documented NEG application. Please complete the attached forms to assist with the application completion (see Attachment II).

The Temporary Job Creation form, the Workforce Services form, the budget and the budget narrative must be emailed to Jackie Phillips at jackie.phillips@awi.state.fl.us and Smitha Moore at smitha.moore@awi.state.fl.us as soon as possible, but no later than the close of business on Wednesday, November 16, 2005.

- 4. Request for Additional NEG Project Funds:** When additional funds are needed to provide employment and training services to the Hurricane Katrina evacuees, the RWBs should submit a request for additional funds via email to AWI that provides a justification for the need for the funds, along with a revised Temporary Job Creation or Workforce Services form, budget, and budget narrative (see Attachment II). The AWI will review the request and the Temporary Job Creation or Workforce Services form and forward the request to Workforce Florida, Inc. (WFI) for approval. Upon approval by WFI, a revised NFA will be issued.

If you have any questions regarding the Hurricane Katrina Evacuees project, please call Jackie Phillips at (850) 921-3311 or Smitha Moore at (850) 921-3327.

SS/osm

Attachments

*Edward J. LeBrun, Jr.
Mary Lou Reed
Richard Williams
Kimberly L. Bodine

Kimberly Moore
Bruce Ferguson
Angela Pate
Lisa Rice

Renee Benton
Lee Ellzey
Mary Helen Kress
Roderick Beasley

cc: Curtis Austin

Mike Switzer

Larry Champion