

Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

DATE: April 13, 2020

TO: Local Workforce Development Board Chief Local Elected Officials
Local Workforce Development Board Executive Directors

FROM: Ken Lawson, Executive Director

A handwritten signature in blue ink, appearing to be 'Ken Lawson', followed by the date '4-14-2020' written in the same ink.

SUBJECT: Department of Economic Opportunity and Local Workforce Development Board – Grantee-Subgrantee Agreement

To enhance accountability, transparency, and oversight of Florida’s workforce development system, the Department of Economic Opportunity (DEO) has updated the Grantee-Subgrantee Agreement. This agreement serves as a contract between the Local Workforce Development Boards (LWDBs) and DEO and outlines each partner’s roles and responsibilities. The attached updated agreement incorporates new provisions governing the workforce programs managed in the local areas and establishes the terms and conditions that LWDBs must agree to in order to receive federal and state workforce funds from DEO.

Below we have outlined key activities and due dates to ensure the new agreements are signed and executed by the appropriate parties in a timely manner:

Activity	Due Date
Draft agreement provided to the Chief Local Elected Official and LWDB Executive Directors	April 13, 2020
Comment and Question period open Submit comments/questions to: LWDBContracts@deo.myflorida.com	April 13, 2020
Comment and Question period closed	April 24, 2020
Comment & Question responses accessible to view under the DEO-LWDB Grantee-Subgrantee Agreement tab located at the following link: (http://www.floridajobs.org/local-workforce-development-board-resources)	April 27, 2020
Final copy of agreement disseminated to LWDBs for signature	April 27, 2020
Signed agreements due to DEO	June 30, 2020

Please submit a signed copy of the agreement to LWDBContracts@deo.myflorida.com by the close of business on Tuesday, June 30, 2020.

If you have any questions, please contact Ruth Dillard, Director of Workforce Services, at ruth.dillard@deo.myflorida.com or 850-245-7427 or Damon Steffens, Chief Financial Officer, at damon.steffens@deo.myflorida.com or 850-245-7335.

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www.twitter.com/FLDEO | www.facebook.com/FLDEO

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