



Jeb Bush
Governor
Susan Pareigis
Director

MEMORANDUM

DATE: February 9, 2006
TO: Regional Workforce Board Executive Directors*
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: National Emergency Grant Disaster Project Monitoring Reviews

The Agency for Workforce Innovation (AWI) has scheduled a review of the National Emergency Grant Program in your areas. Federal law requires AWI to conduct on-site monitoring reviews on the disaster projects under the responsibility of the Regional Workforce Boards.

In preparation for the review, please make the following information available for the reviewers upon their arrival at your location: copies of worksite agreements, a list of Employers of Record and worksite supervisors, a list of disaster jobs and wages, a copy of written policies and procedures, such as grievance and complaint procedures, internal monitoring work papers and participant files. The sample participant files will be emailed to you five (5) working days prior to the on-site review. Please assign a knowledgeable programmatic staff person to assist the reviewers. The NEG monitoring review tools to be used are located on the AWI website at <http://www.floridajobs.org/emergency/NEG.html>.

Please review the dates scheduled for the monitoring review in your Region.

Dates	RWB	Location
March 20-24, 2006	23	Miami
April 17-19, 2006	1	Pensacola
April 19-21, 2006	2	Shalimar
May 8-9, 2006	3	Marianna

Please call Bettye McGlockton at (850) 245-7408 or by email at Bettye.McGlockton@awi.state.fl.us if you have any questions about the review or if scheduling conflicts occur.

LAS/bwm

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