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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>RWB</th>
<th>Location</th>
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<tr>
<td>March 20-24, 2006</td>
<td>23</td>
<td>Miami</td>
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<tr>
<td>April 17-19, 2006</td>
<td>1</td>
<td>Pensacola</td>
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<tr>
<td>April 19-21, 2006</td>
<td>2</td>
<td>Shalimar</td>
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<tr>
<td>May 8-9, 2006</td>
<td>3</td>
<td>Marianna</td>
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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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Mary Lou Reed
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For more information go to www.myflorida.com

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